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PARCC Editorial Style Guide

version 0.3

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Reviewers	Review Status	Date	Version

Approvers		Date	Version

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Change History Log

Date	Version	Change Description	Author
6/8/2012	0.1	Created draft	A. Chrest
7/11/2012	0.2	Incorporated ETS feedback	A. Chrest
8/1/2012	0.3	Updated per PARCC, other updates/corrections: • Art>angle labels • Art>bar graphs • Art>base-ten blocks • Art>box-and-whisker plots (box plots) • Art>clocks • Art>coordinate grid (coordinate plane), 1 quad • Art>coordinate grid (coordinate plane), 4 quad • Art>design fills and patterns • Art>line graphs • Art>line names • Art>line plot (dot plot) • Art>line weights • Art>money • Art>number lines • Art>number lines>showing addition, subtraction • Art>number lines>showing multiplication • Art>parallel line marks • Art>pattern (shape) • Art>picture graph • Art>point labels • Art>scale break • Art>scatter plot • Art>side labels of geometric figures • Art>stem and leaf plot • Art>tables • Art>tally charts • Art>time lines • Language>abbreviations • Language>abbreviations>days of the week • Language>abbreviations>months • Language>abbreviations>states • Language>acknowledgments • Language>addresses • Language>answer options>units of measure • Language>ellipses • Language>en dashes • Language>European spellings • Language>names • Language>numbers • Language>reading level • Language>state names	A. Chrest, L. Flanigan

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		• Language>unit of measure labels • Layout>fractions>alignment • Layout>MathType>nth root • Layout>MathType>sequences • Layout>passages>paragraph numbering • Layout>pattern (shape) • Layout>sequences and patterns (number) • Layout>words as words	

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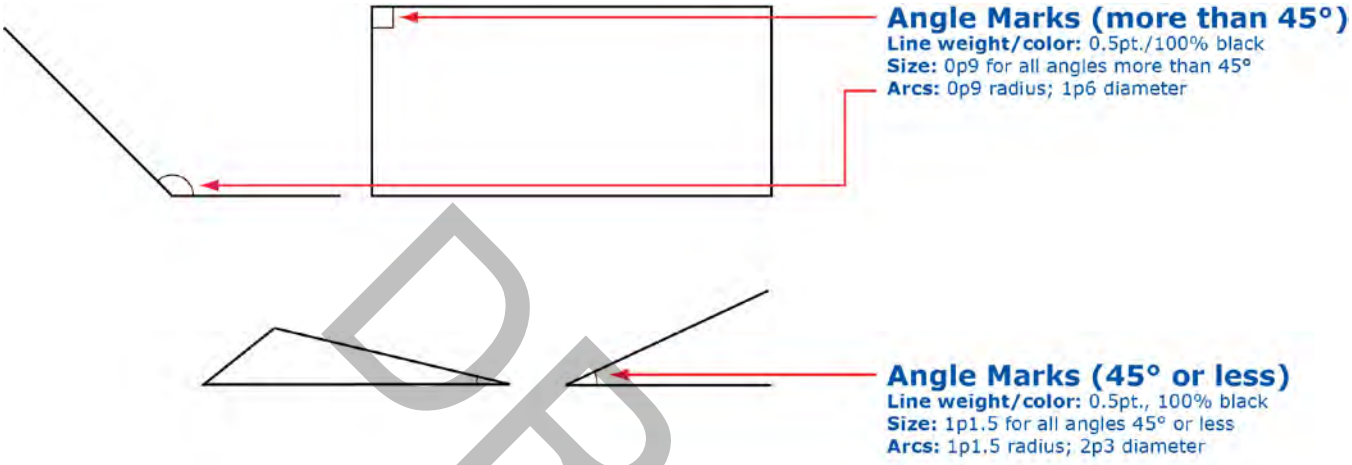
Art Requirements

angle labels

Angle labels are not angle measures. Angle measures are written in numbers with degree symbols.

See point labels in Art Requirements and point labels in Layout Requirements.

angle marks

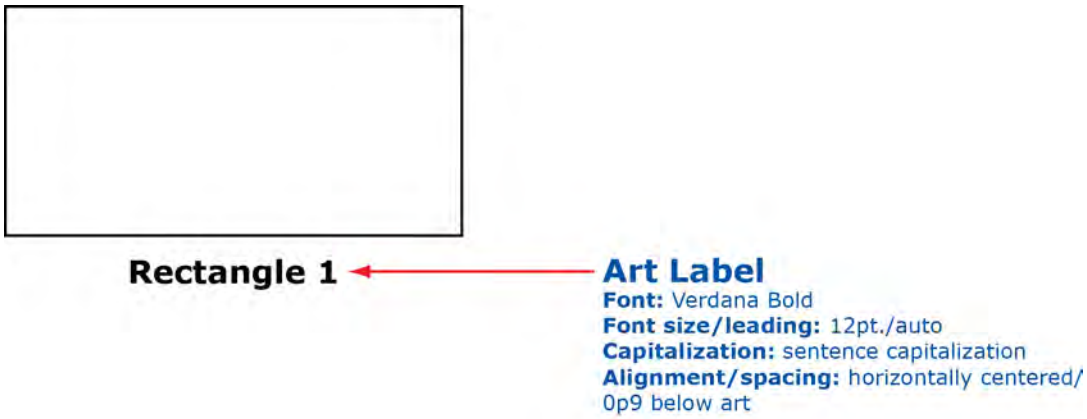


arrowheads

art font

See font in Layout Requirements.

art labels



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art perspective

Line segments are examples of 1D art.

Art pieces that include a square, graphs, and a T-shirt that is completely flat with no oval at the collar and no wrinkles are examples of 2D art.

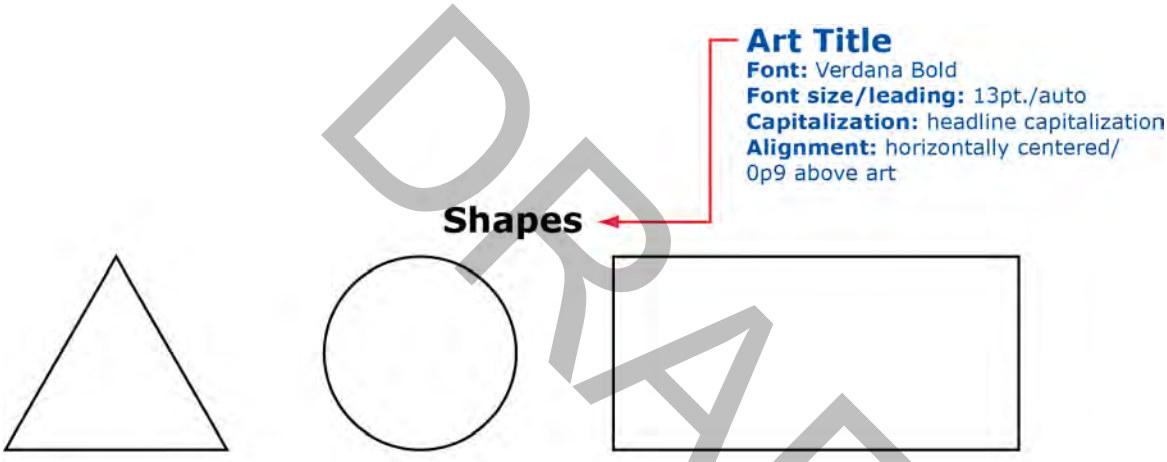
Geometrical shapes, beakers, scales, art in an experiment setup, a T-shirt showing wrinkles and the collar as an oval with inside material shaded near the collar are examples of 3D art.

art text

The direction (vertical, horizontal, diagonal) of all art text will be decided based upon the art.

art titles

Titles are included on each piece of art only when needed.



bar graphs

The use of interior grid lines depends on the data being represented.

See abbreviations in Language Requirements.

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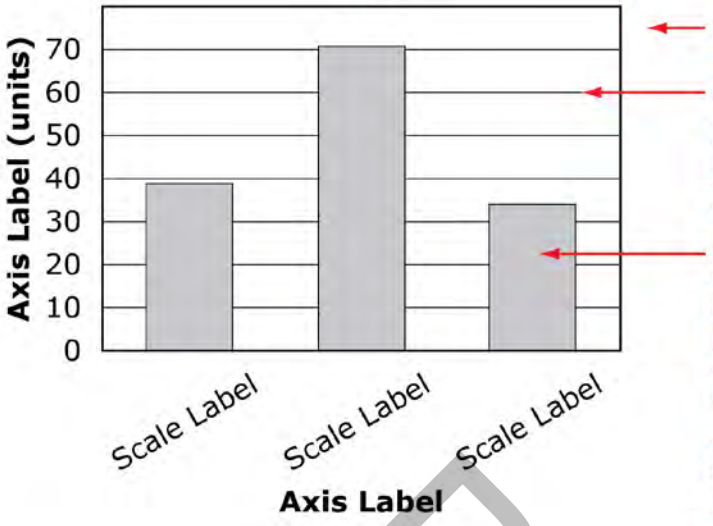


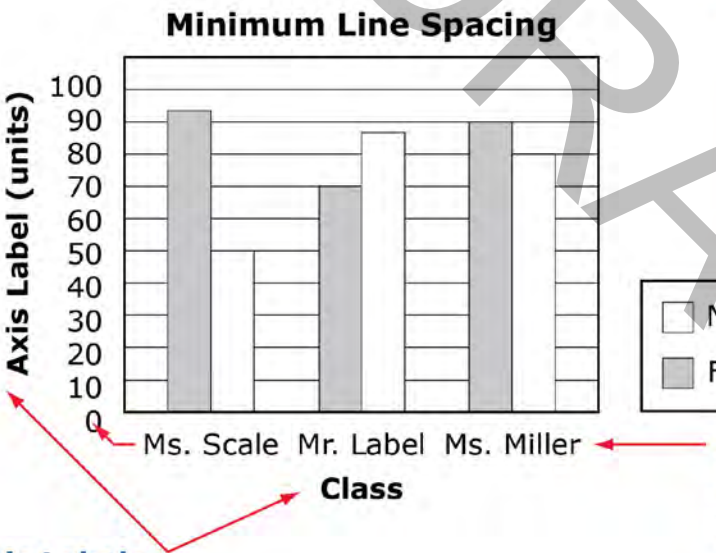
Title
Font: Verdana Bold
Font size/leading: 13pt./auto
Capitalization: headline capitalization
Alignment/spacing: horizontally centered/ 0p9 above graph

Border
Line weight/color: 1pt./100% black

Grid Lines
Line weight/color: 0.5pt./100% black
Alignment/spacing: centered on grid lines/ 1p6 default spacing between lines, minimum 1p6, maximum 1p9
Note: grids may not always be square

Bars
Single (shown)
Line weight/color/size:
0.5pt./100% black stroke/1p6 bar width
Fill: 25% black
Spacing: 0p9 space between border and first/last bars, 1p6 space between bars

Double (shown below)
Line weight/color/size:
0.5pt./100% black stroke/1p6 bar width
Fill: 25% black, 0% black fill; if 3 bars are exceeded, patterns are acceptable
Spacing: 0p9 space between border and first/last bars, 1p6 space between bars



Key Text
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: headline capitalization
Alignment/spacing: left-aligned, vertically centered

Key Box
Line weight/color: 1pt./100% black
Alignment/spacing: left-aligned with border/ 0p9 from border
Padding: 0p4.5 all sides

Scale Labels
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: headline capitalization
Alignment/spacing: *x*-axis: horizontally centered on grid line/0p9 below border; *y*-axis: right-aligned, vertically centered on bar/ 0p9 from border
Zero: right-aligned with *y*-axis scale labels
Note: top grid line is not labeled, 30° angle only if too long for the area (shown on top graph)

Axis Labels
Font: Verdana Bold
Font size/leading: 12pt./auto
Capitalization: headline capitalization for labels, units of measurement in parentheses are lowercase
Alignment/spacing: *x*-axis: horizontally centered with graph/ 0p9 below scale labels; *y*-axis: vertically centered with graph border/0p9 from scale labels
Note: labels are not to extend beyond the width/height of graph, use multiple lines when necessary

Bar Graph_PARCC.eps

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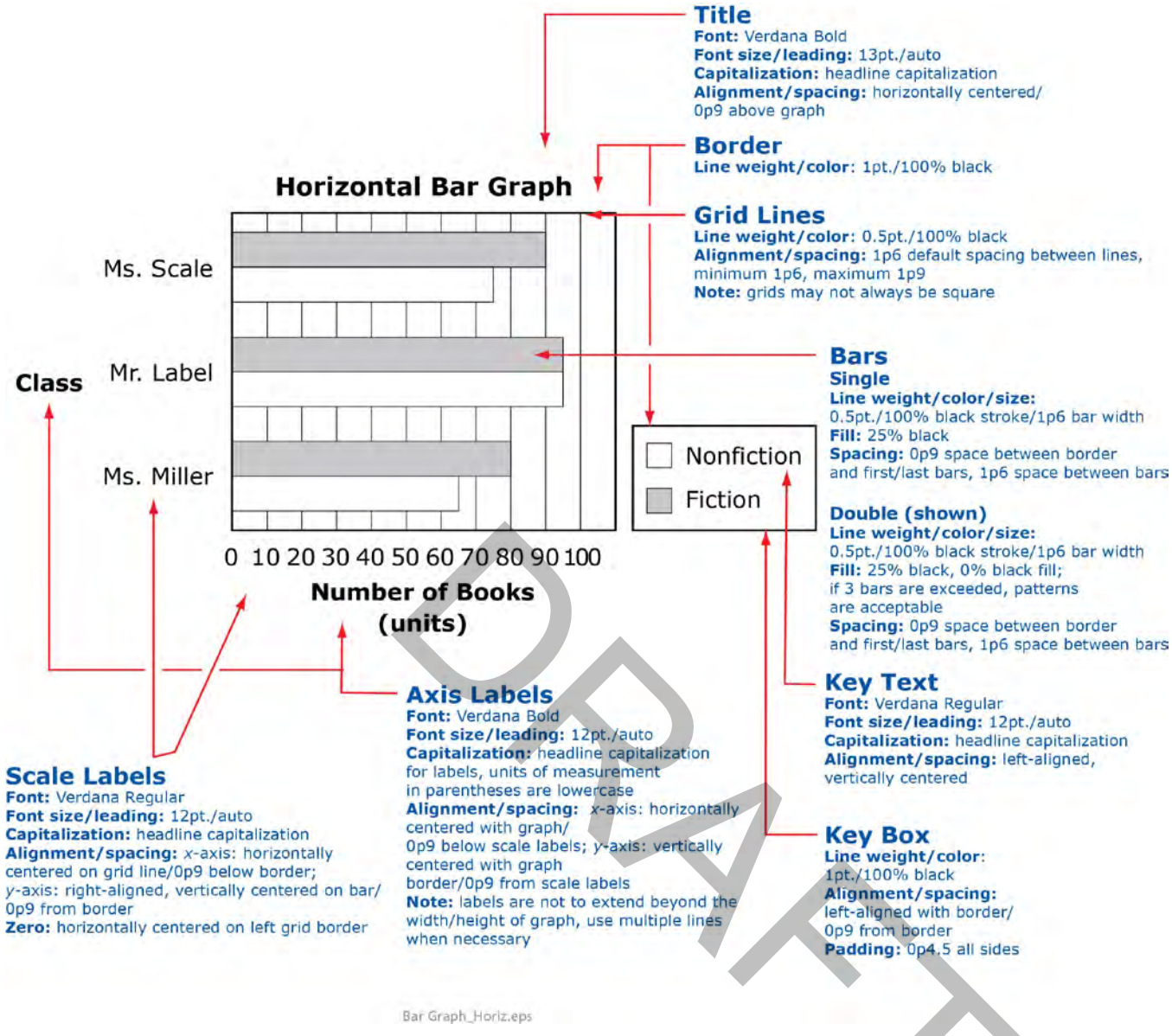

Title
Font: Verdana Bold
Font size/leading: 13pt./auto
Capitalization: headline capitalization
Alignment/spacing: horizontally centered/ 0p9 above graph

Border
Line weight/color: 1pt./100% black

Grid Lines
Line weight/color: 0.5pt./100% black
Alignment/spacing: 1p6 default spacing between lines, minimum 1p6, maximum 1p9
Note: grids may not always be square

Bars
Single
Line weight/color/size: 0.5pt./100% black stroke/1p6 bar width
Fill: 25% black
Spacing: 0p9 space between border and first/last bars, 1p6 space between bars

Double (shown)
Line weight/color/size: 0.5pt./100% black stroke/1p6 bar width
Fill: 25% black, 0% black fill; if 3 bars are exceeded, patterns are acceptable
Spacing: 0p9 space between border and first/last bars, 1p6 space between bars

Key Text
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: headline capitalization
Alignment/spacing: left-aligned, vertically centered

Key Box
Line weight/color: 1pt./100% black
Alignment/spacing: left-aligned with border/ 0p9 from border
Padding: 0p4.5 all sides

Axis Labels
Font: Verdana Bold
Font size/leading: 12pt./auto
Capitalization: headline capitalization for labels, units of measurement in parentheses are lowercase
Alignment/spacing: *x*-axis: horizontally centered with graph/ 0p9 below scale labels; *y*-axis: vertically centered with graph border/0p9 from scale labels
Note: labels are not to extend beyond the width/height of graph, use multiple lines when necessary

Scale Labels
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: headline capitalization
Alignment/spacing: *x*-axis: horizontally centered on grid line/0p9 below border; *y*-axis: right-aligned, vertically centered on bar/ 0p9 from border
Zero: horizontally centered on left grid border

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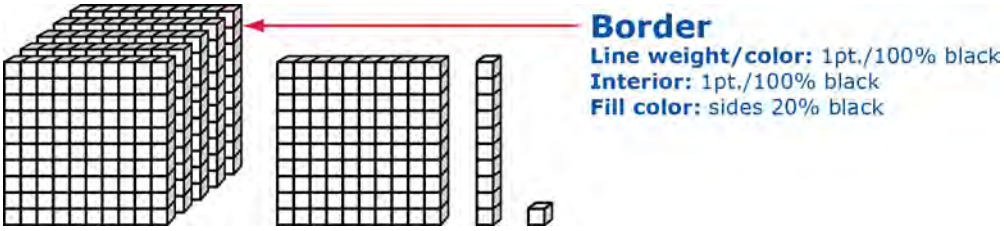
base-ten blocks



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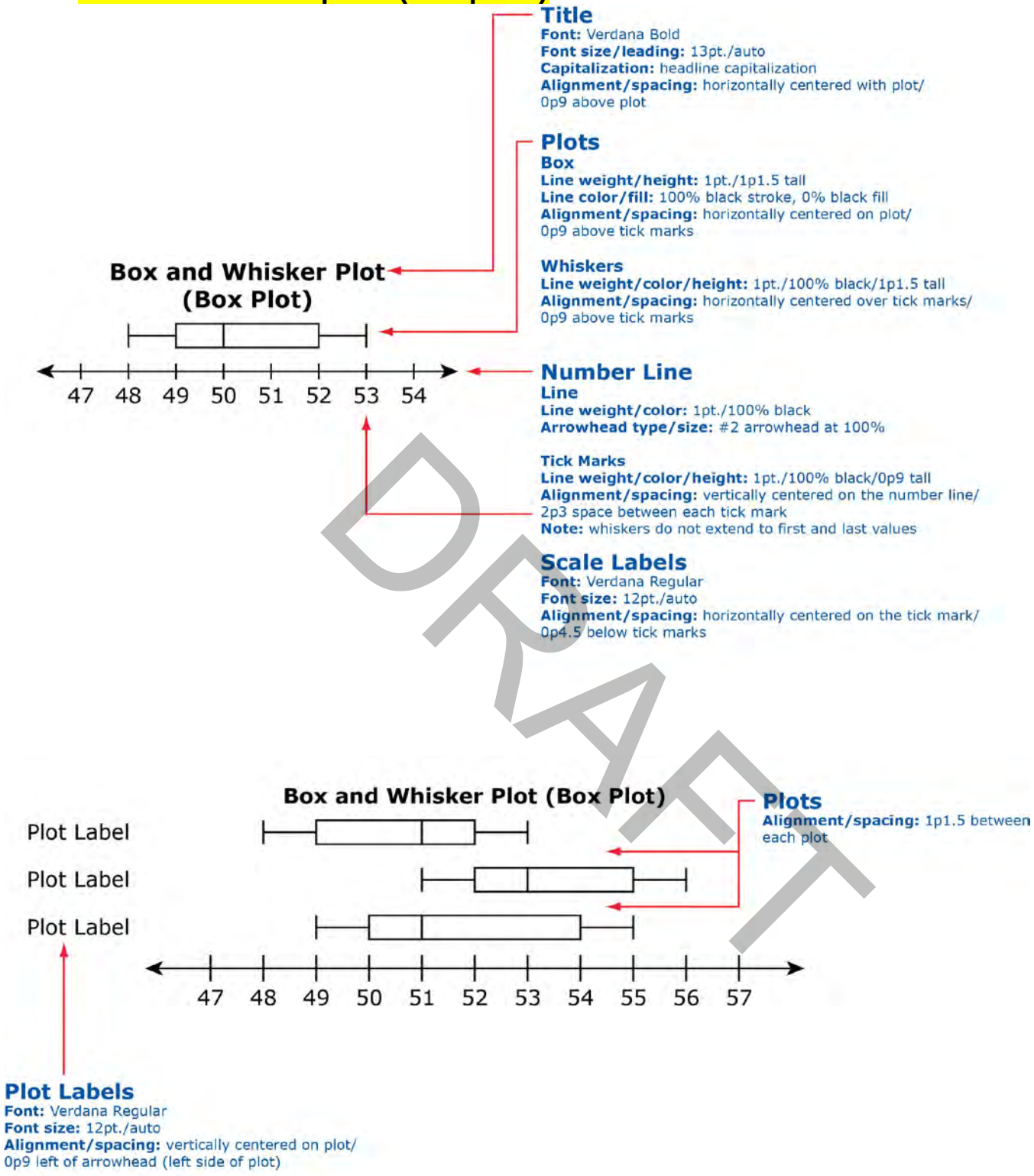
box-and-whisker plots (box plots)



Box Plot_PARCC.eps

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captions Captions created for photos or other artwork should contain information that is not in the passage or other text so it is known where students read the information.

Alaska mountains

Photo Caption
Font/color: Verdana Bold/100% black
Font size/leading: 11pt./auto
Capitalization/punctuation: lowercase, except for proper names and nouns/no punctuation, except for complete sentences
Alignment/spacing: horizontally centered, left-align when caption is a sentence/0p9 below photo
Note: wrap text when longer than photo width

Alaska vacations are becoming more popular.

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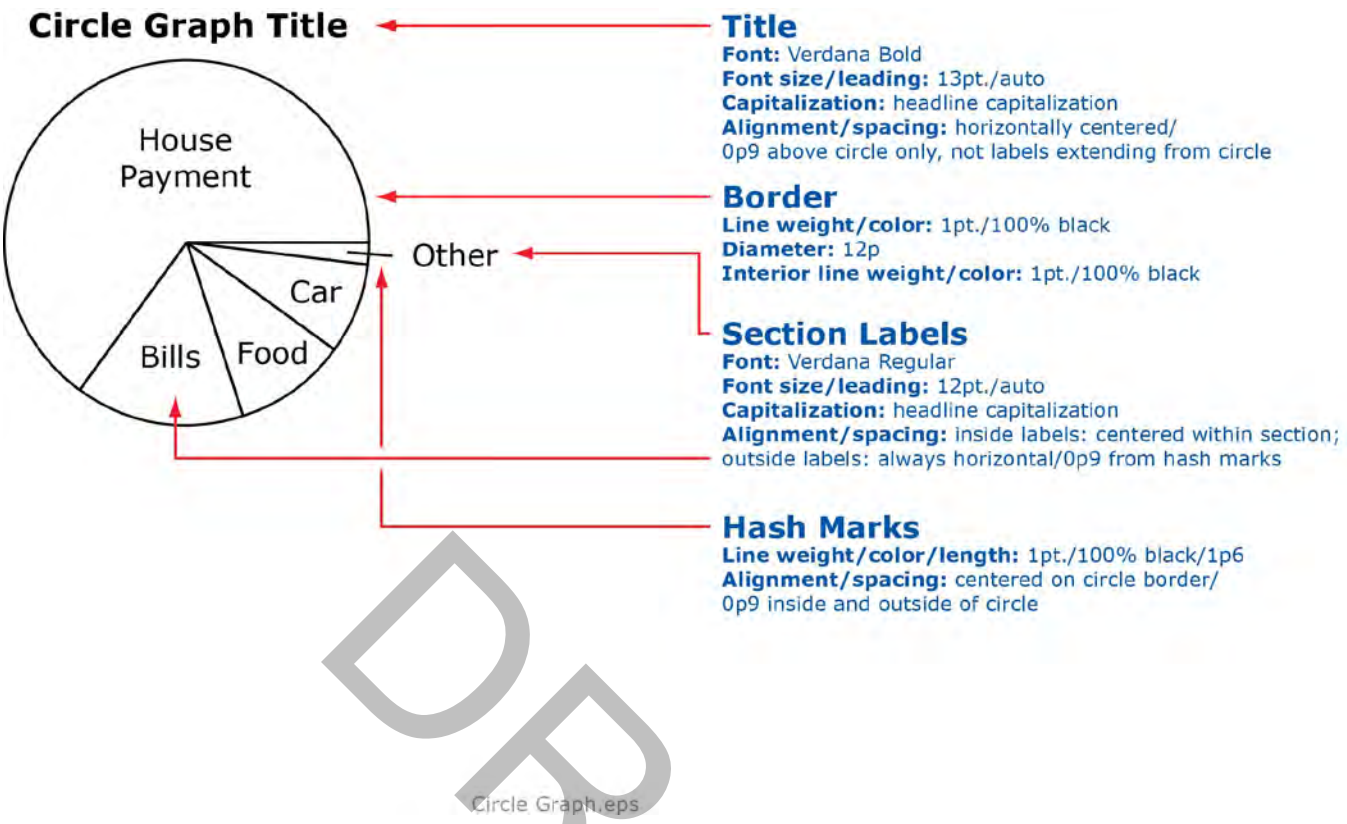
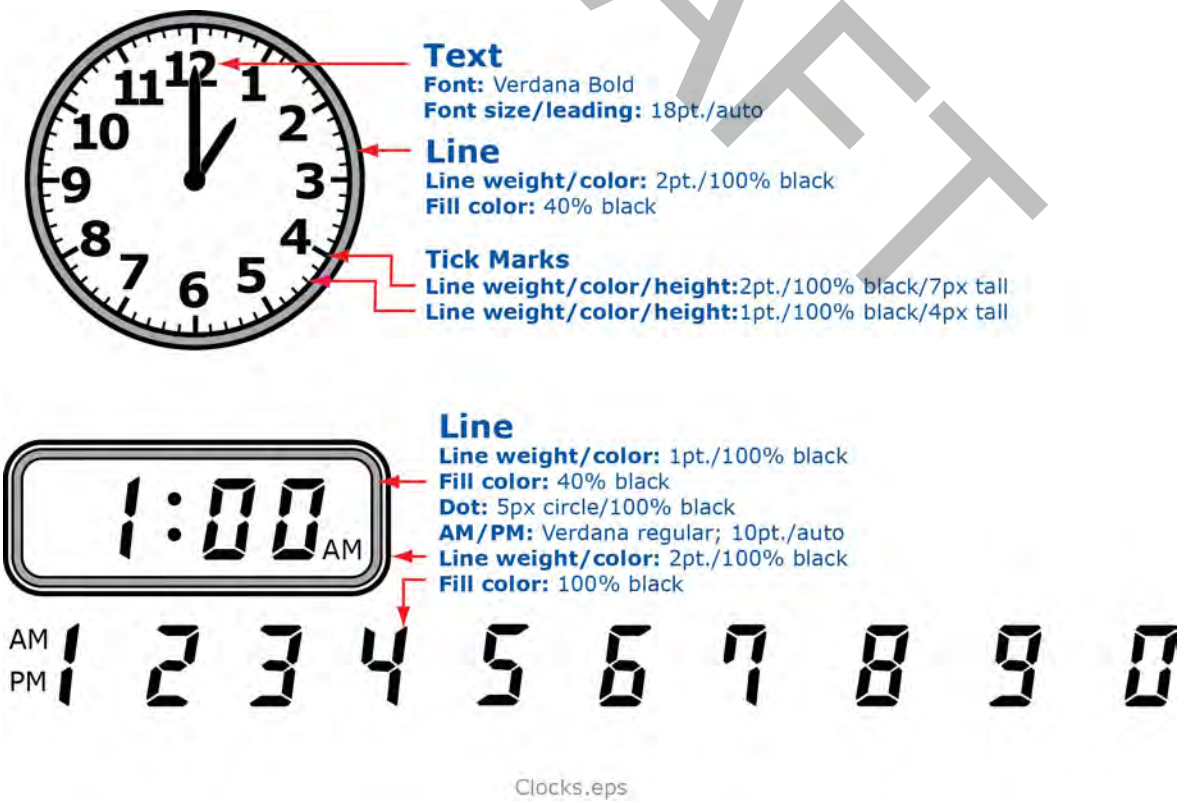
circle graphs



Circle Graph.eps

clocks



Clocks.eps

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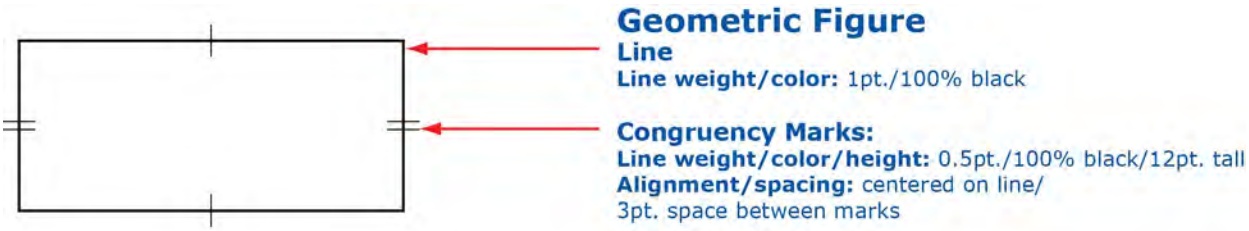
congruency marks



Congrueny Marks.eps

coordinate grid (coordinate plane), 1 quad

Titles are not required on all grids. See scale break in this section.

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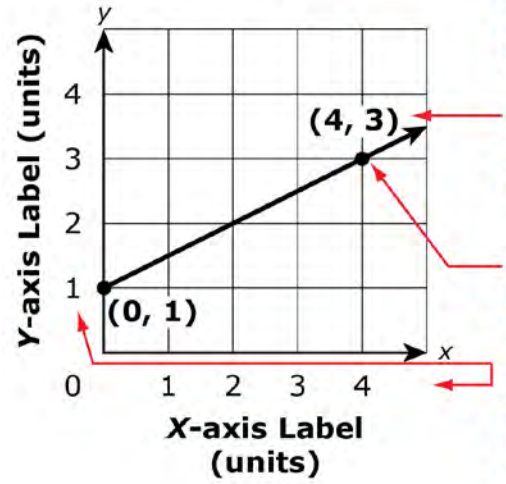
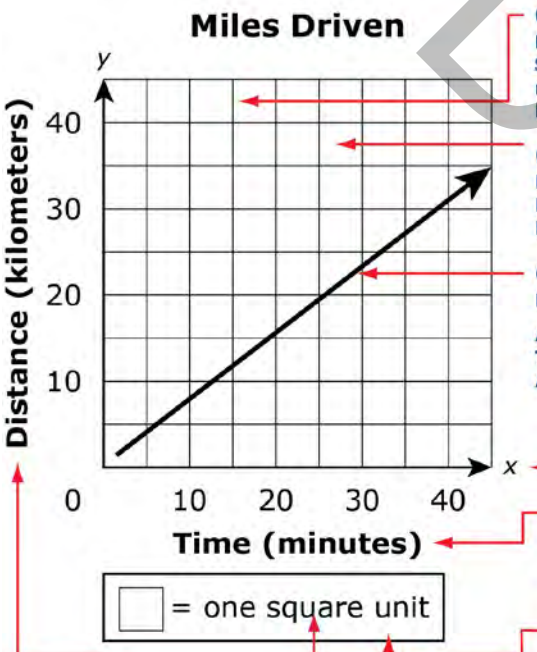


Title
Font: Verdana Bold
Font size/leading: 13pt./auto
Capitalization: headline capitalization
Alignment/spacing: horizontally centered/ 0p9 above graph *y*-axis label
Note: titles are not required on all grids

Ordered Pairs (Coordinates)
Font: Verdana Bold
Font size/leading: 12pt./auto
Mask: 0% black mask over grid lines when necessary

Plotted Point
Height/width: 6pt./6pt. circle
Fill: 100% black

Scale Labels
Font: Verdana Regular
Font size/leading: 12pt./27pt.
Capitalization: headline capitalization
Alignment/spacing: *x*-axis: horizontally centered on grid lines/0p9 below axis
y-axis: right-aligned, vertically centered on grid lines/0p9 from graph
Zero: right-aligned with *y*-axis scale labels; vertically centered with *x*-axis scale labels
Note: top line is not labeled



Grid Lines
Line weight/color: 0.5pt./100% black
Spacing: 1p6 spacing between lines, minimum 1p1.5; maximum 2p3 spacing between lines

Grid Size
Default: 1p6 square
Minimum: 1p1.5 square
Maximum: 2p3 square

Graphed Lines
Line weight/color: 2pt./100% black

Arrowhead
Type/size: #2/75%
Alignment: arrowheads touch grid line

Grid
Default grid size: 1p6 square
***y*-axis leading:** 12pt./18pt.
Minimum grid size: 1p1.5 square
***y*-axis leading:** 12pt./13.5pt.
Maximum grid size: 2p3 square
***y*-axis leading:** 12pt./27pt.

***x*/*y* Axis Labels**
Font: Verdana Italic
Font size/leading: 10pt./auto
Alignment/spacing:
x-axis label: vertically centered with graph border/0p4.5 from graph border;
y-axis label: horizontally centered with graph border/0p4.5 from graph border

Arrowheads
Type/size: #2/100%
Alignment: arrowheads touch grid line

Axis Labels
Font: Verdana Bold
Font size/leading: 12pt./auto
Capitalization: headline capitalization, units of measurement in parentheses are lowercase
Alignment: *x*-axis: horizontally centered with graph border, 0p9 below scale labels; *y*-axis: vertically aligned with graph border, 0p9 from scale labels
Note: labels are not to extend beyond the width/height of graph, use multiple lines when necessary

Key Box
Line weight/color: 1pt./100% black
Padding: 0p4.5 all sides

Key

Text
Font: Verdana Regular
Font size/leading: 12pt./auto
Note: use "=" or "represents" for key information, lowercase capitalization, except for proper nouns or first words of sentences

Location
Alignment/spacing: vertically aligned with *x*-axis label/0p9 from art; left-aligned to *y*-axis border

Grid 1 Quad_PARCC.eps

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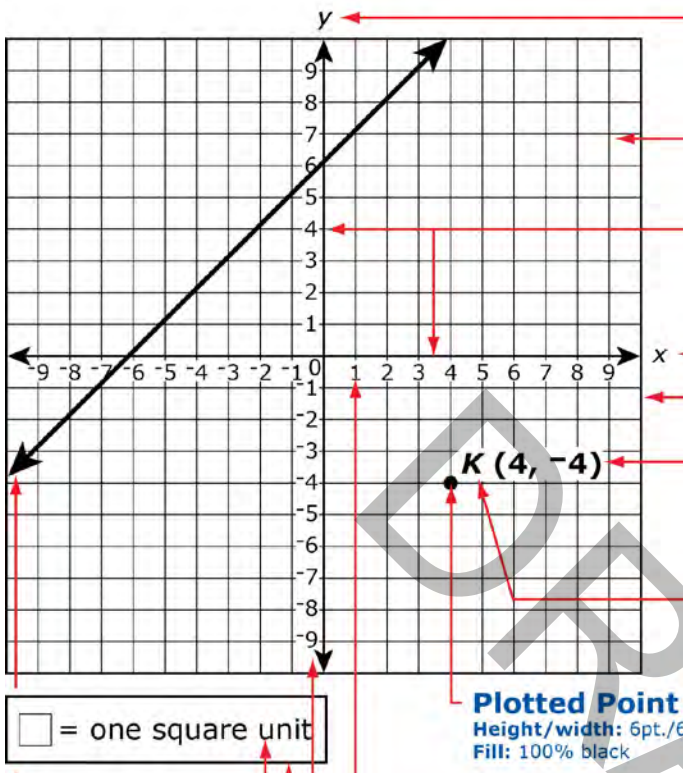
coordinate grid (coordinate plane), 4 quad



x/y Axis Labels
Font: Verdana Italic
Font size/leading: 10pt./auto
Alignment/spacing:
x-axis label: vertically centered with graph border/0p4.5 from graph border;
y-axis label: horizontally centered with graph border/0p4.5 from graph border

Grid Lines
Line weight/color: 0.5pt./100% black
Spacing: 1p1.5 square grid

x/y Axis Lines
Lines
Line weight/color: 1pt./100% black

Arrowheads
Type/size: #2/100%
Alignment: arrowheads touch grid line

Border
Line weight/color: 1pt./100% black

Ordered Pairs (Coordinates)
Font: Verdana Bold
Font size/leading: 12pt./auto
Mask: 0% black mask over grid lines when necessary
Negative values: en dashes with 2pt. baseline shift

Point Label
Font: Verdana Bold Italic
Font size/leading: 12pt./auto
Capitalization: capitalized
Alignment/spacing: alphabetical and clockwise order when possible/0p4.5 from point
Note: avoid using I, O, X, Y

Plotted Point
Height/width: 6pt./6pt. circle
Fill: 100% black

Scale Labels
Font: Verdana Regular
Font size/leading: 9pt./13.6pt.
Alignment: *x*-axis: horizontally centered on grid lines/0p2.625 below axis; *y*-axis: right-aligned with axis, vertically centered on grid lines/0p2.625 from axis
Zero: equal distance from *x*-axis and *y*-axis
Negative values: hyphens with 2pt. baseline shift

Graphed Lines
Line weight/color: 2pt./100% black

Arrowhead
Type/size: #2/75%
Alignment: arrowheads touch border

Key Box
Line weight/color: 1pt./100% black
Padding: 0p4.5 all sides

Key
Text
Font: Verdana Regular
Font size/leading: 12pt./auto
Note: use "=" or "represents" for key information, lowercase capitalization, except for proper nouns or first words of sentences

Location
Alignment/spacing: vertically aligned with bottom border/0p9 from art; left aligned with the left grid border

Grid 4 Quad_PARCC.eps

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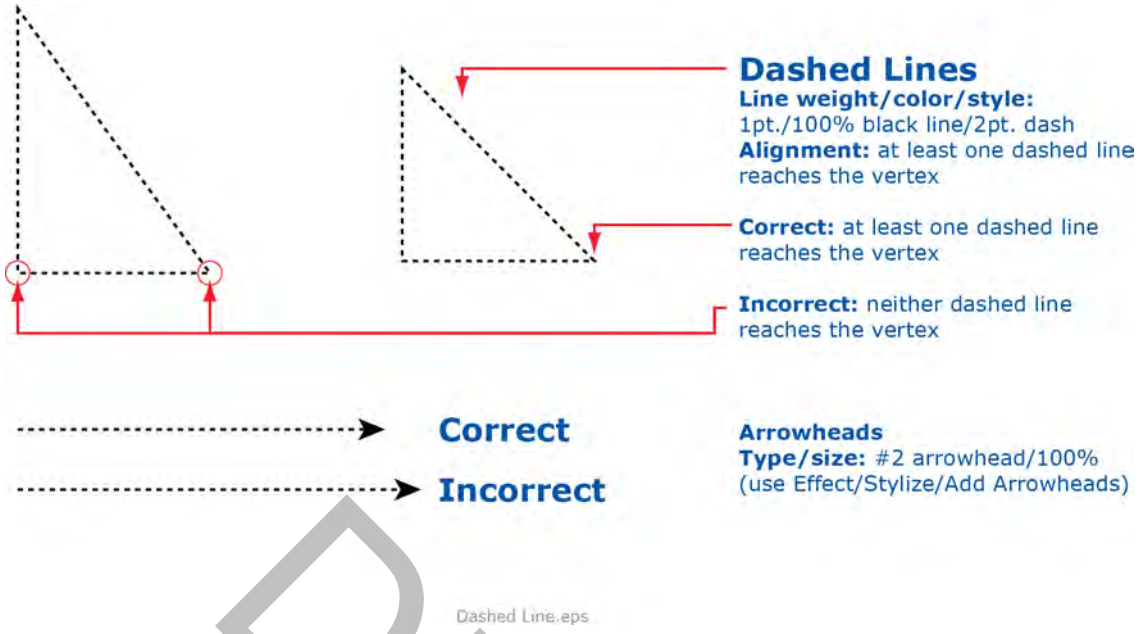
dashed lines



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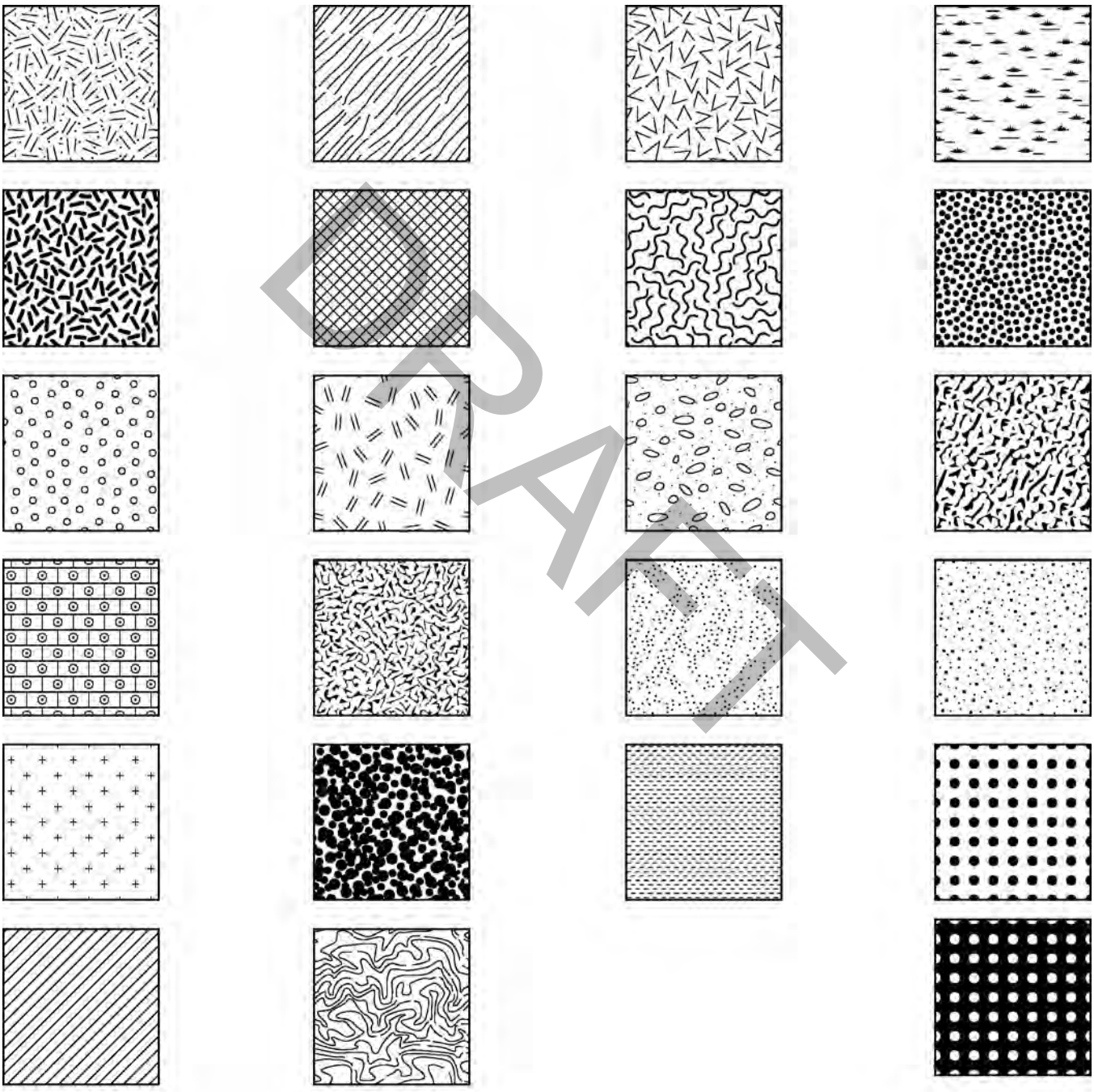
design fills and patterns

Pearson and The American Printing House for the Blind collaborated on the design fills and patterns that are recommended. APH recommended following the guidelines provided.

See shading in this section.



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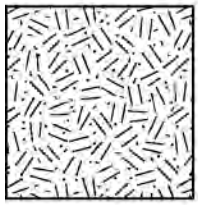
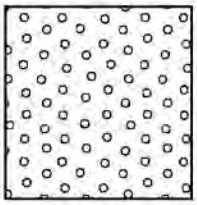
Pattern Fill	Acceptable adjacent fills			
 Bird Feet	Capsules	Diagonal Lines	USGS 19 Land Inundation	Black Dots
	Circles	Mezzo Dot	USGS 2 Marsh	White Dots
	Concentric Circles	Stipple Irregular	Scrub	
	Crosses	USGS 17A Shifting Sand	Gravel Beach	
Capsules	Bird Feet	Diagonal Wavy Lines	USGS 17A Shifting Sand	
	Circles	Diamond	USGS 19 Land Inundation	
	Concentric Circles	Hatching Double	USGS 2 Marsh	
	Crosses	Mezzotint Irregular	Gravel Beach	
	Diagonal Lines	Stipple Irregular		
 Circles	Bird Feet	Hatching Double	Ripple	
	Capsules	Mezzotint	USGS 17A Shifting Sand	
	Diagonal Lines	Mezzo Dot	USGS 19 Land Inundation	
	Diagonal Wavy Lines	Mezzotint Irregular		
	Diamond	Random V		

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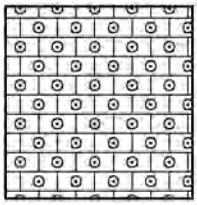
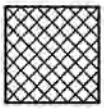
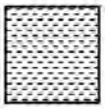
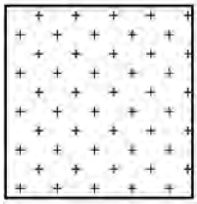
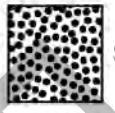
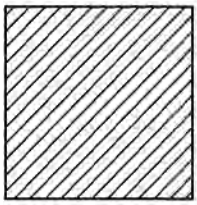
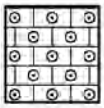
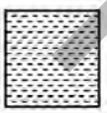
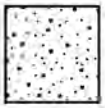
Pattern Fill	Acceptable adjacent fills
 **Concentric Circles**	Bird Feet Capsules Diagonal Lines Diagonal Wavy Lines  Diamond Hatching Double Mezzotint Mezzo Dot Mezzotint Irregular Random V Ripple USGS 17A Shifting Sand  USGS 19 Land Inundation
 **Crosses**	Bird Feet Capsules Diagonal Lines Diagonal Wavy Lines Diamond Mezzotint Mezzo Dot Mezzotint Irregular Random V Ripple  Scrub USGS 21 Intricate Surface
 **Diagonal Lines**	Bird Feet Capsules Circles  Concentric Circles Crosses Mezzotint Mezzo Dot Mezzotint Irregular Stipple Irregular USGS 17A Shifting Sand  USGS 19 Land Inundation USGS 2 Marsh Scrub  Gravel Beach Black Dots White Dots

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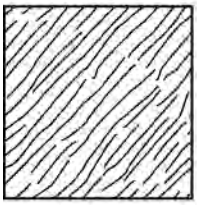
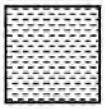
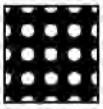
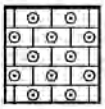
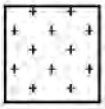
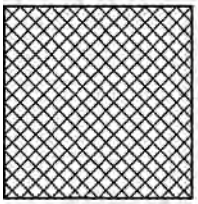
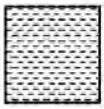
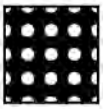
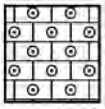
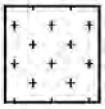
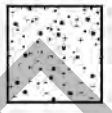
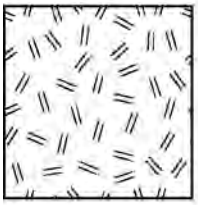
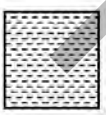
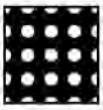
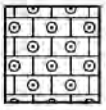
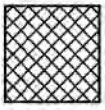
Pattern Fill	Acceptable adjacent fills			
 Diagonal Wavy Lines	Capsules	Mezzotint	 USGS 19 Land Inundation	Black Dots
	Circles	Mezzo Dot	USGS 2 Marsh	 White Dots
	 Concentric Circles	Stipple Irregular	Scrub	
	 Crosses	USGS 17A Shifting Sand	Gravel Beach	
 Diamond	Capsules	Hatching Double	USGS 17A Shifting Sand	Black Dots
	Circles	Mezzo Dot	 USGS 19 Land Inundation	 White Dots
	 Concentric Circles	Mezzotint Irregular	USGS 2 Marsh	
	 Crosses	Stipple Irregular	 Gravel Beach	
 Hatching Double	Capsules	Mezzotint	USGS 17A Shifting Sand	Black Dots
	Circles	Mezzo Dot	 USGS 19 Land Inundation	 White Dots
	 Concentric Circles	Mezzotint Irregular	Scrub	
	 Diamond	Stipple Irregular	Gravel Beach	

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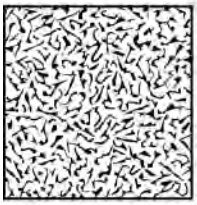
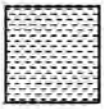
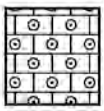
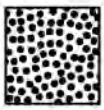
Pattern Fill	Acceptable adjacent fills		
 **Mezzotint**	Circles	Diagonal Wavy Lines	 USGS 19 Land Inundation
	 Concentric Circles	Hatching Double	USGS 2 Marsh
	Crosses	Stipple Irregular	 Scrub
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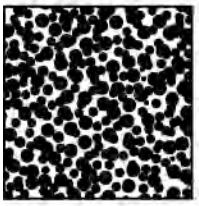
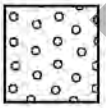
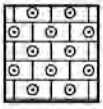
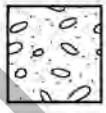
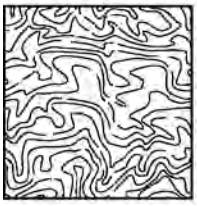
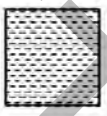
 **Mezzo Dot**	Bird Feet	Diagonal Lines	Mezzotint Irregular
	 Circles	Diagonal Wavy Lines	Random V
	 Concentric Circles	Diamond	Ripple
	Crosses	Hatching Double	 Stipple Irregular
 **Mezzotint Irregular**	Capsules	Diamond	 USGS 19 Land Inundation
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	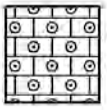 Concentric Circles	Mezzo Dot	Scrub
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	Diagonal Lines	USGS 17A Shifting Sand	White Dots

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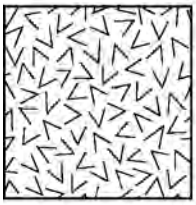
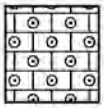
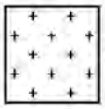
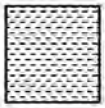
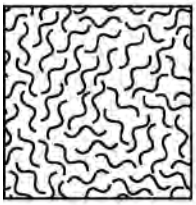
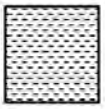
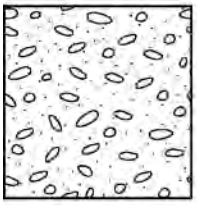
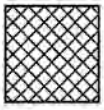
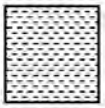
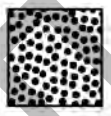
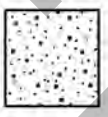
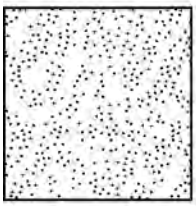
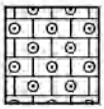
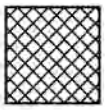
Pattern Fill	Acceptable adjacent fills
 **Random V**	Circles  Concentric Circles  Crosses Mezzo Dot  USGS 19 Land Inundation USGS 2 Marsh Scrub Gravel Beach Black Dots White Dots
 **Ripple**	Circles Crosses Mezzo Dot USGS 17A Shifting Sand  USGS 19 Land Inundation Gravel Beach White Dots
 **Stipple Irregular**	Bird Feet Capsules Diagonal Lines Diagonal Wavy Lines  Diamond Hatching Double Mezzotint Mezzo Dot Mezzotint Irregular USGS 17A Shifting Sand  USGS 19 Land Inundation USGS 2 Marsh  Scrub  Gravel Beach
 **USGS 17A Shifting Sand**	Bird Feet Capsules Circles  Concentric Circles Diagonal Lines Diagonal Wavy Lines  Diamond Hatching Double Mezzotint Mezzotint Irregular Ripple USGS 2 Marsh Scrub White Dots

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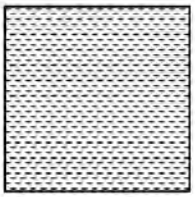
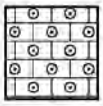
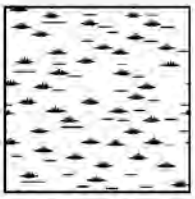
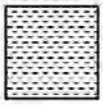
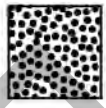
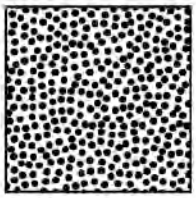
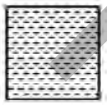
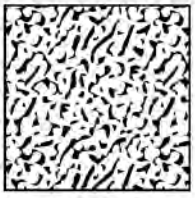
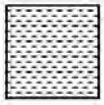
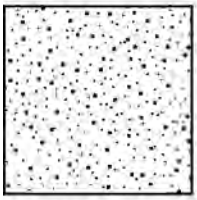
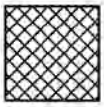
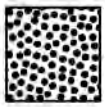
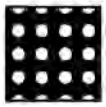
Pattern Fill	Acceptable adjacent fills
 **USGS 19 Land Inundation**	Bird Feet Capsules Circles  Concentric Circles Diagonal Lines Diagonal Wavy Lines Diamond Hatching Double Mezzotint Mezzotint Irregular Random V Ripple USGS 2 Marsh Scrub USGS 21 Intricate Surface Black Dots White Dots
 **USGS 2 Marsh**	Bird Feet Capsules Diagonal Lines Diagonal Wavy Lines Diamond Mezzotint Mezzo Dot Random V USGS 17A Shifting Sand  USGS 19 Land Inundation  Scrub Black Dots White Dots
 **Scrub**	Bird Feet Crosses Diagonal Lines Diagonal Wavy Lines Mezzotint Irregular USGS 17A Shifting Sand  USGS 19 Land Inundation USGS 2 Marsh Gravel Beach
 **USGS 21 Intricate Surface**	Crosses  USGS 19 Land Inundation Gravel Beach

DRAFT

Pattern Fill	Acceptable adjacent fills
 Gravel Beach	Bird Feet Capsules Diagonal Lines Diagonal Wavy Lines  Diamond Mezzotint Mezzotint Irregular Random V Ripple  Scrub USGS 21 Intricate Surface  White Dots

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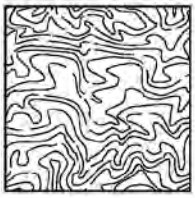
The following pattern fills are appropriate to use, depending on the size indicated. Fill sizes should not be mixed. If using a fill appropriate in the 2" size, only other appropriate 2" fills should be used within the item.

Draft documents subject to revision

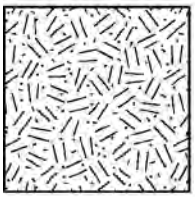
1" Square

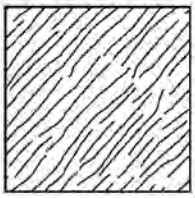
Mezzo Dot

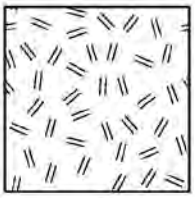

Mezzotint Irregular

Text should not compete with the background. If text is placed on any patterned background, a 5.5pt. white stroke must be used behind it.

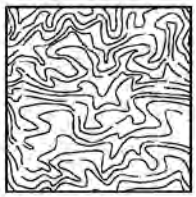
2" Square

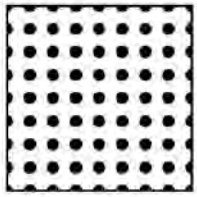

Bird Feet

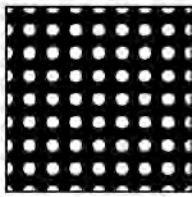

Diagonal Wavy Lines


Hatching Double

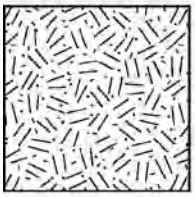
Mezzo Dot

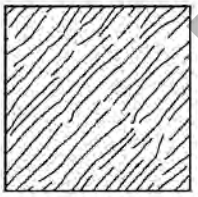

Mezzotint Irregular

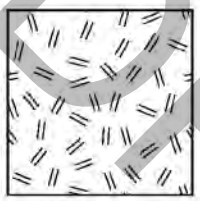

Black Dots

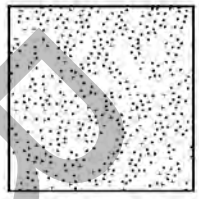

White Dots

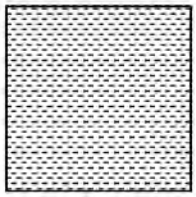
3" Square

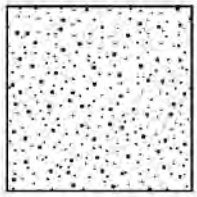

Bird Feet

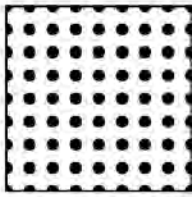

Diagonal Wavy Lines


Hatching Double

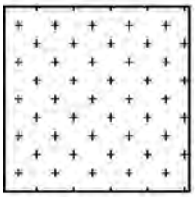

USGS 17A Shifting Sand

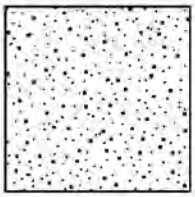

USGS 19 Land Inundation

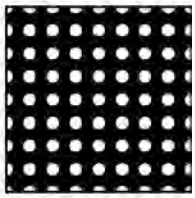

Gravel Beach


Black Dots

4" Square

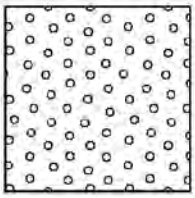

Crosses

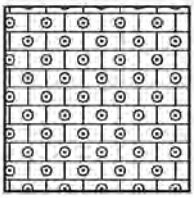

Gravel Beach

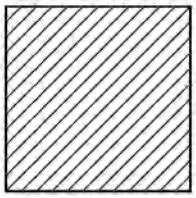

White Dots

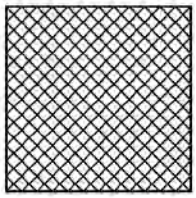
All Sizes

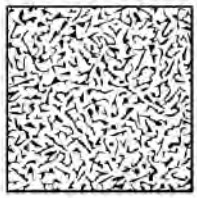
Capsules

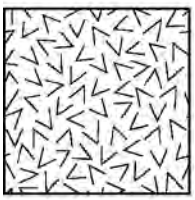

Circles

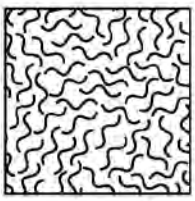

Concentric Circles

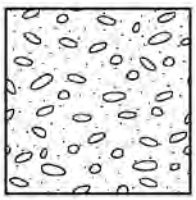

Diagonal Lines

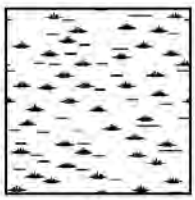

Diamond

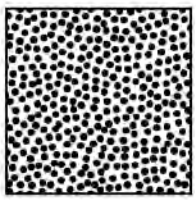

Mezzotint

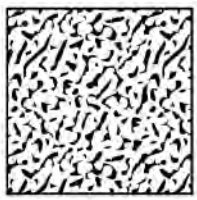

Random V


Ripple


Stipple Irregular


USGS 2 Marsh


Scrub


USGS 21 Intricate Surface

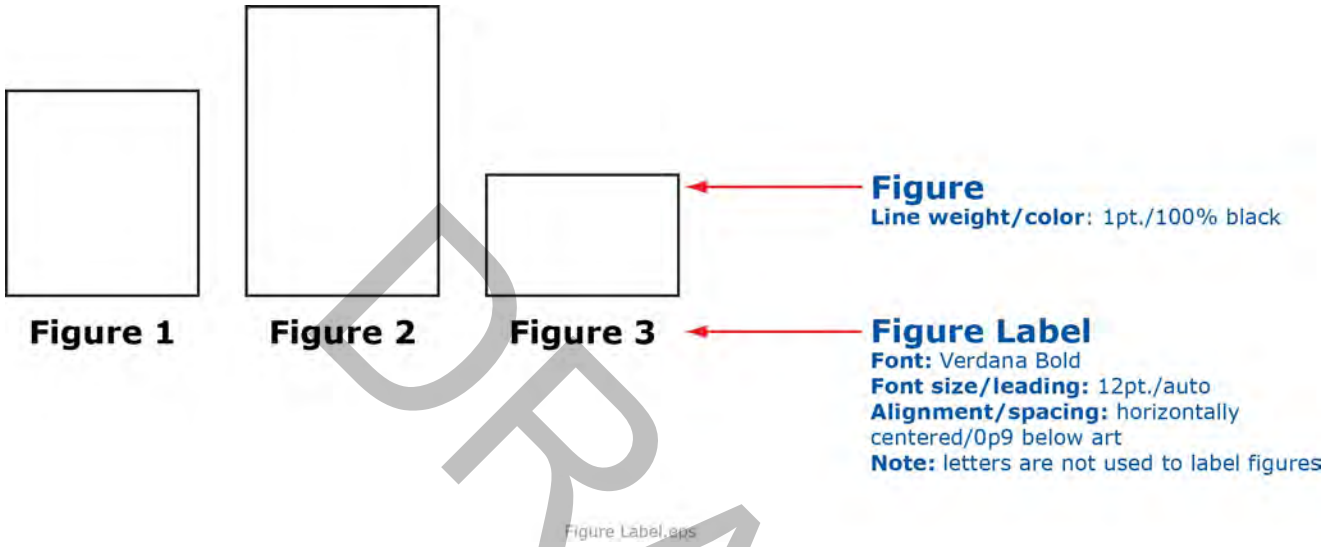
DRAFT

figure labels

The language used is Figure 1, Figure 2, Figure 3, etc.

Retain the capitalization of Figure in text. e.g., The safety equipment in Figure 1 is what a student should wear when performing a science experiment.

See art labels in Art Requirements and figure labels in Language Requirements.

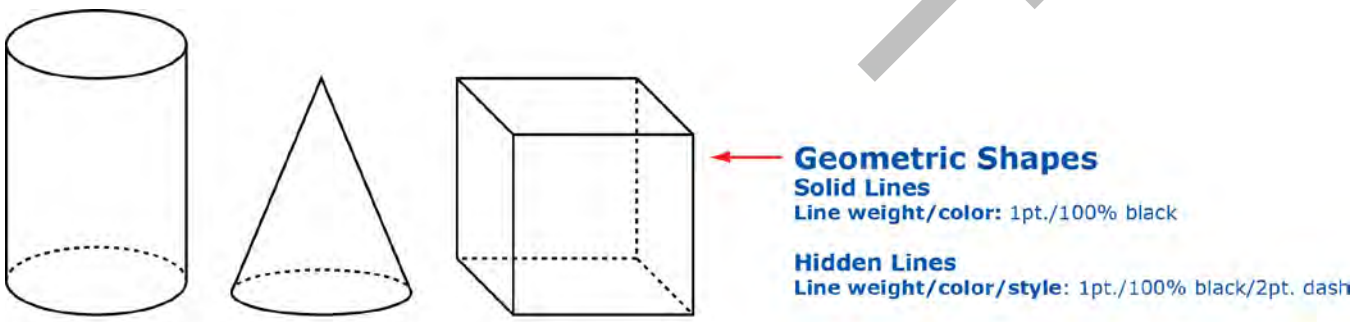


flow charts

See graphic organizers in this section.

geometric shapes

Three-dimensional geometric shapes should show hidden lines as dashed lines.



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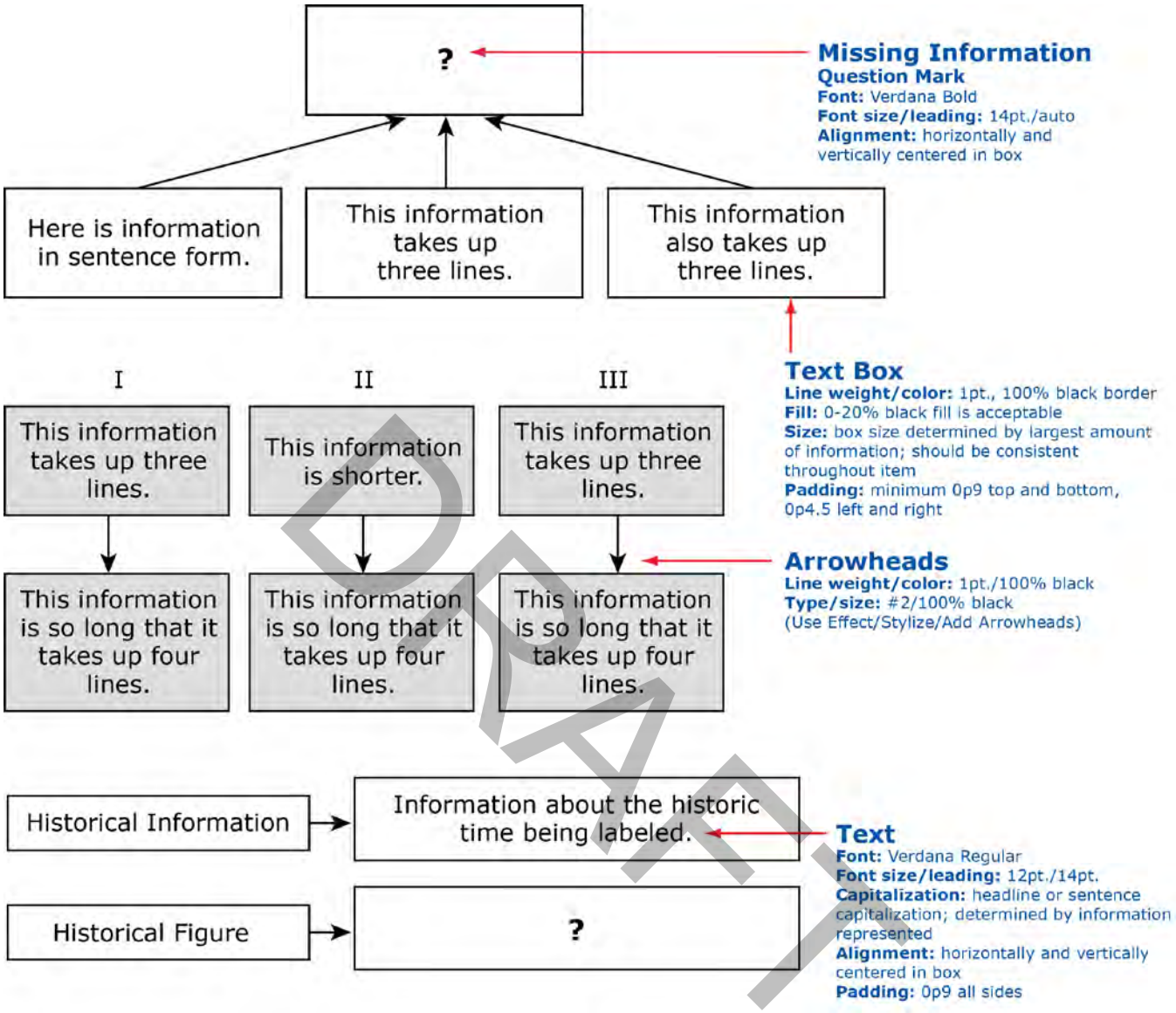
graphic organizers



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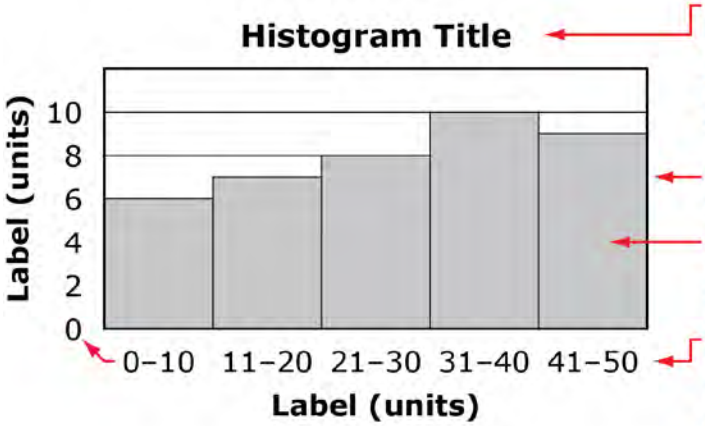
histograms

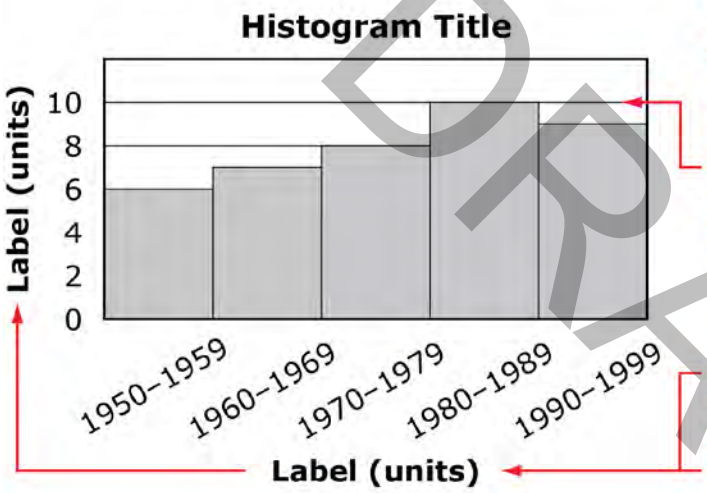


Title
Font: Verdana Bold
Font size/leading: 13pt./auto
Capitalization: headline capitalization
Alignment/spacing: horizontally centered/
0p9 above graph

Border
Line weight/color: 1pt./100% black

Bars
Line weight/color/size:
0.5pt./100% black stroke/1p6 bar width
Fill: 25% black

Scale Labels
Font: Verdana Regular
Font size/leading: 12pt./18pt.
Alignment/spacing: *x*-axis: horizontally centered below bar/0p9 below bar;
y-axis: right-aligned with border, vertically centered on grid line/0p9 from graph border
Zero: right-aligned with *y*-axis scale labels; vertically centered on bottom grid line
Negative values: en dashes with 2pt. baseline shift
Note: top line is not labeled;
30° angle only if too long for the area



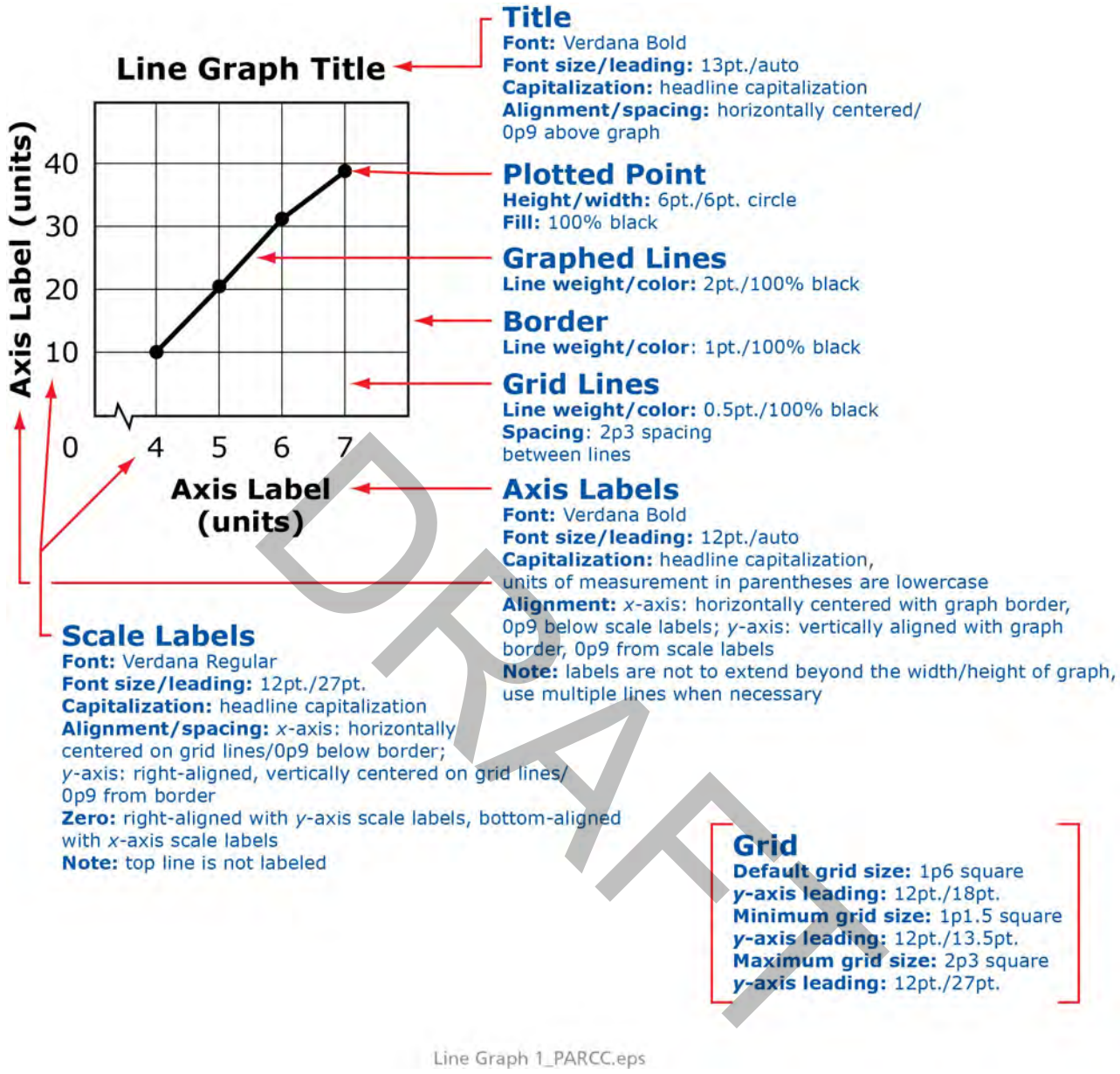
Grid Lines
Line weight/color: 0.5pt./100% black
Spacing: 1p6 default spacing between lines; minimum 1p6, maximum 1p9

Axis Labels
Font: Verdana Bold
Font size/leading: 12pt./auto
Capitalization: headline capitalization for labels, units of measurement in parentheses are lowercase
Alignment/spacing: *x*-axis: horizontally centered with graph border/0p9 below scale labels; *y*-axis: vertically centered with graph border/0p9 from scale labels
Note: labels are not to extend beyond the width/height of graph, use multiple lines when necessary

DRAFT

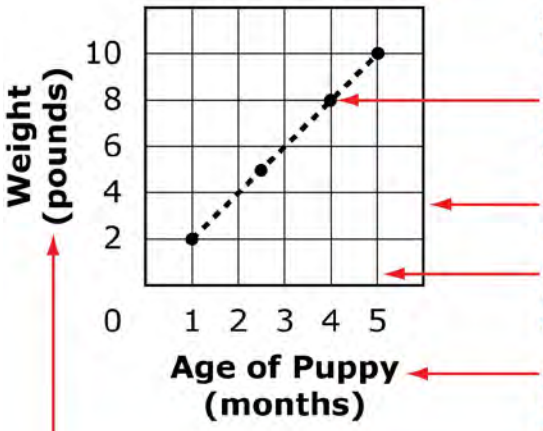
line graphs

See scale break in this section.



Line Graph 1_PARCC.eps

DRAFT



Title
Font: Verdana Bold
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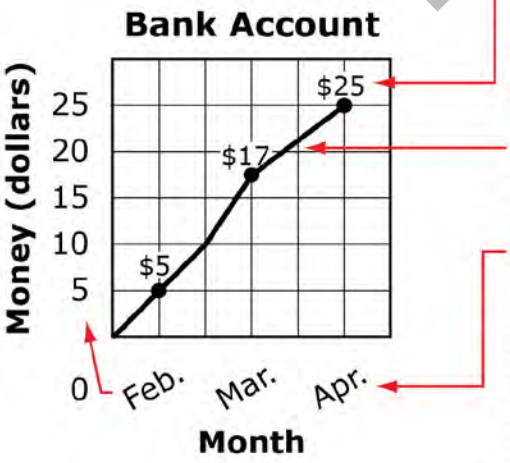
Capitalization: headline capitalization
Alignment/spacing: horizontally centered/ 0p9 above graph

Plotted Point
Height/width: 6pt./6pt. circle
Fill: 100% black

Border
Line weight/color: 1pt./100% black

Grid Lines
Line weight/color: 0.5pt./100% black
Spacing: 1p6 spacing between lines

Axis Labels
Font: Verdana Bold
Font size/leading: 12pt./auto
Capitalization: headline capitalization, units of measurement in parentheses are lowercase
Alignment: *x*-axis: horizontally centered with graph border, 0p9 below scale labels; *y*-axis: vertically aligned with graph border, 0p9 from scale labels
Note: labels are not to extend beyond the width/height of graph, use multiple lines when necessary



Point Label
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: headline capitalization
Mask: 0% black mask over grid lines when necessary
Alignment/spacing: vertically centered over plotted point/ 0p4.5 from plotted point

Graphed Lines
Solid: Line weight/color: 2pt./100% black
Dashed: Line weight/color: 2pt./100% black/3pt. dash

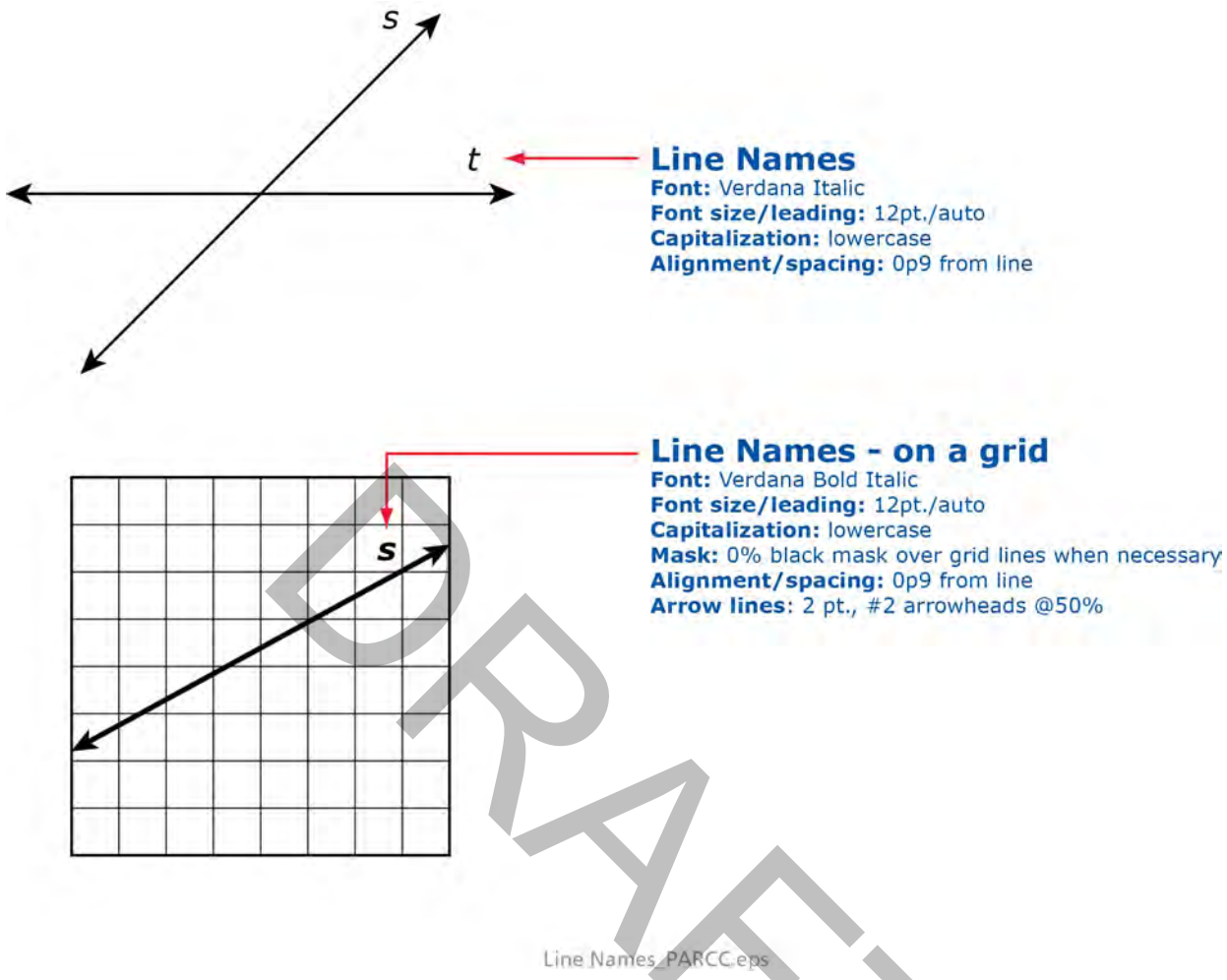
Scale Labels
Font: Verdana Regular
Font size/leading: 12pt./18pt.
Capitalization: headline capitalization
Alignment/spacing: *x*-axis: horizontally centered on grid lines/0p9 below border; *y*-axis: right-aligned, vertically centered on grid lines/ 0p9 from border
Zero: right-aligned with *y*-axis scale labels, vertically centered with *x*-axis scale labels
Note: top line is not labeled, 30° angle only if too long for the area

Grid
Default grid size: 1p6 square
***y*-axis leading:** 12pt./18pt.
Minimum grid size: 1p1.5 square
***y*-axis leading:** 12pt./13.5pt.
Maximum grid size: 2p3 square
***y*-axis leading:** 12pt./27pt.

Line Graph 2_PARCC.eps

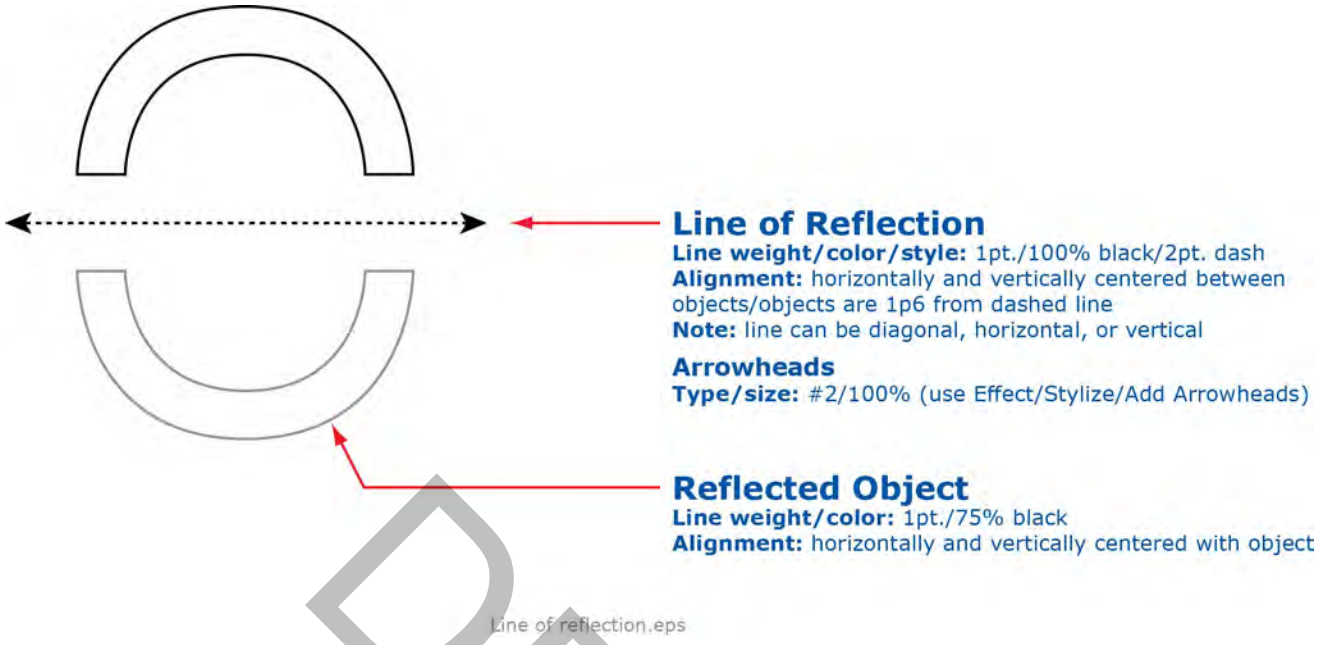
DRAFT

line names See line names in Layout Requirements.



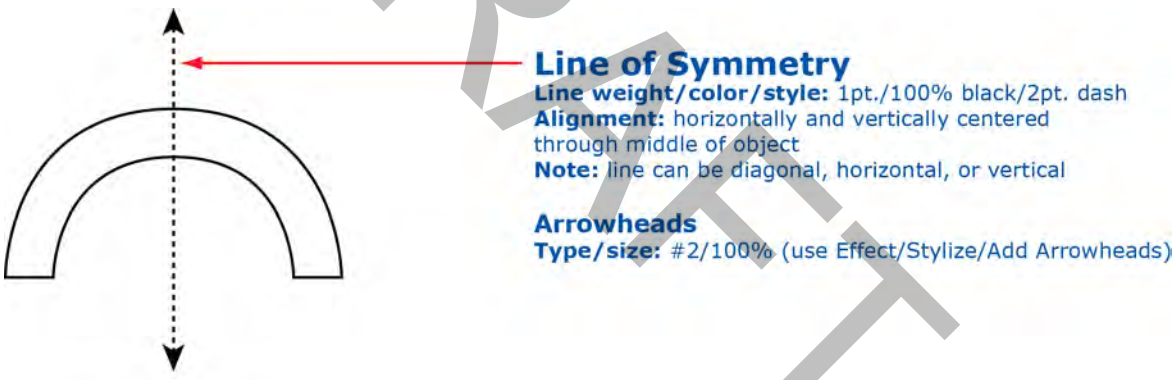
DRAFT

line of reflection



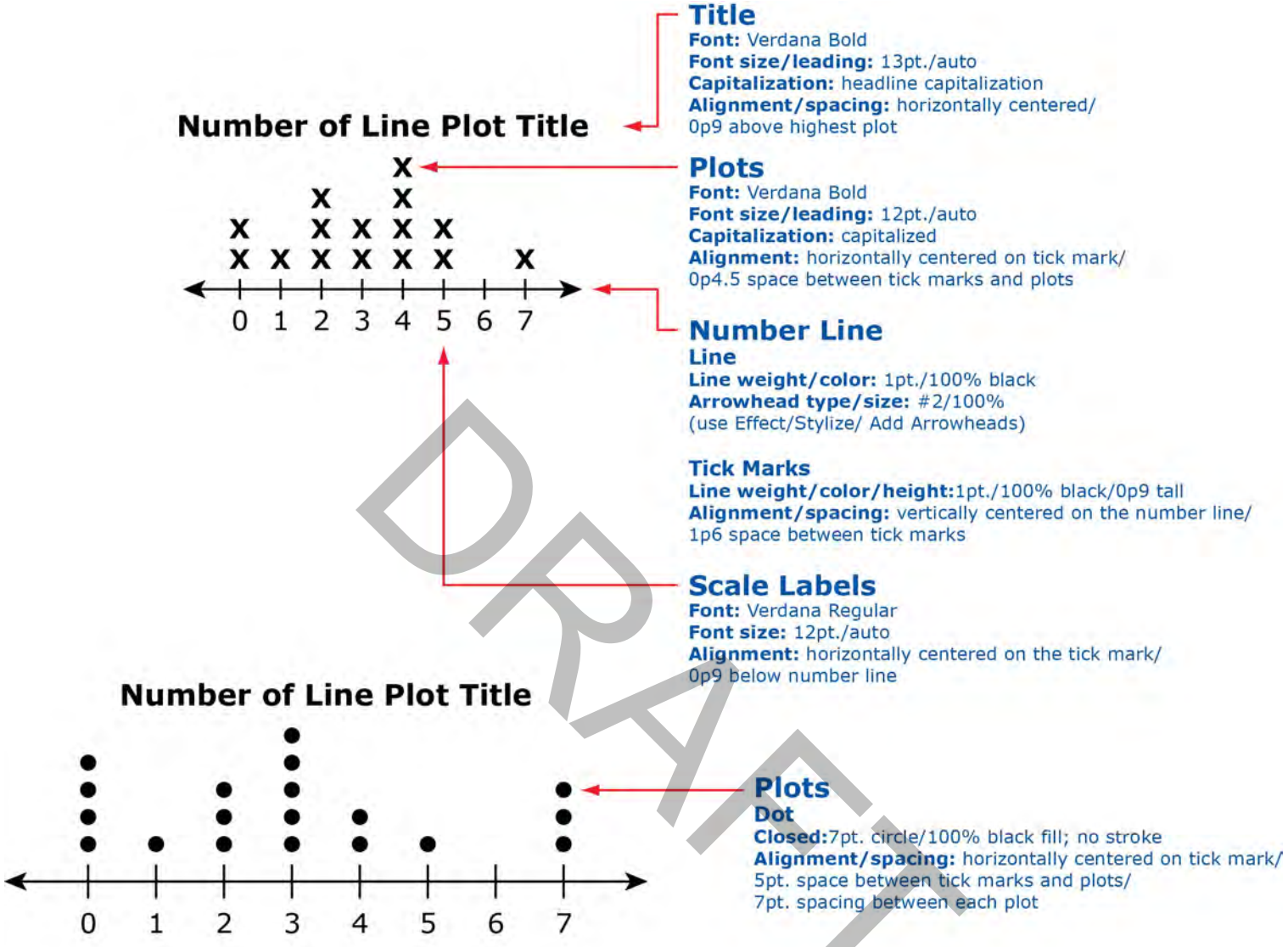
Line of reflection.eps

line of symmetry



DRAFT

line plot (dot plot)



Line Plot.eps

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line weights

Use 1pt. lines for major line work.

The minimum is 0.50pt. line weight for details in line art.

The minimum is 0.26pt. line weight for fine details in illustrations only. Illustrations may also include line weights between 0.26pt. and 0.50pt. For all other artwork, use 1pt., 0.75pt., 0.50pt., or 0.26pt.

lines

See dashed lines in this section.

maps

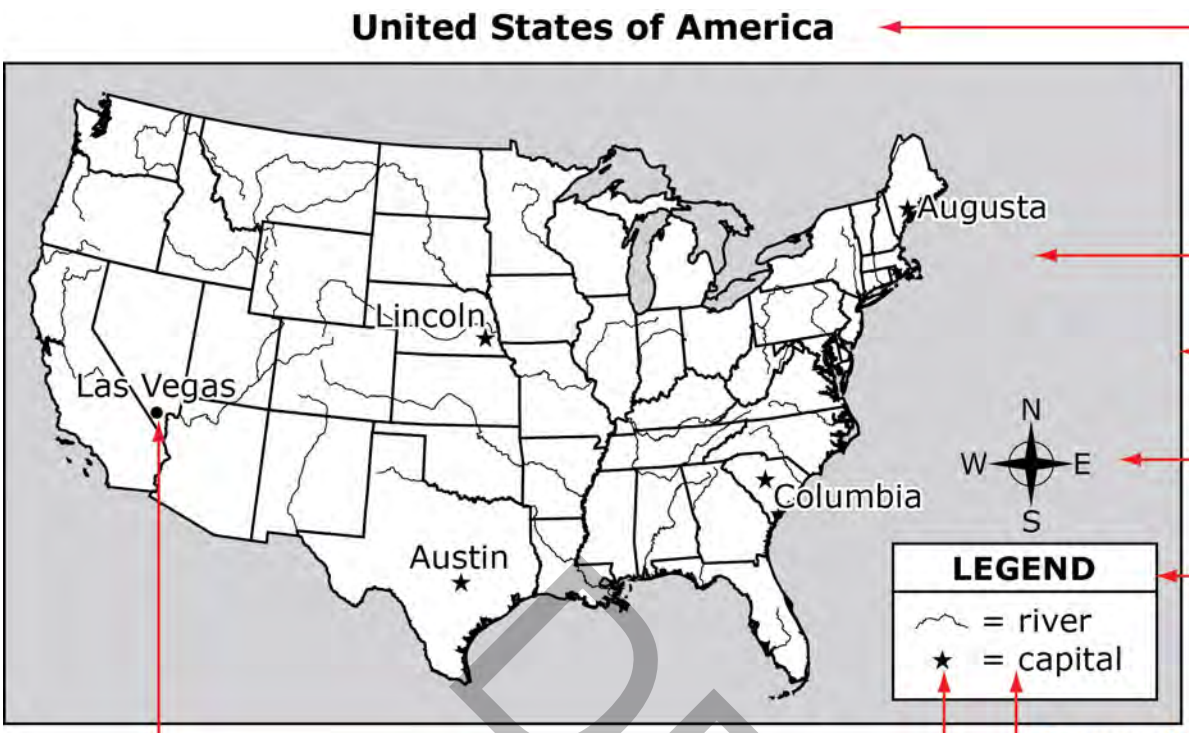
A legend will be included when the map contains patterns, shading, or symbols.

All maps should have a compass rose. When a legend is not included, the compass rose default location is the lower right corner of the map.

If default locations are unavailable for the legend or compass rose, the next logical open space will be used.

See design fills and patterns in this section.

DRAFT



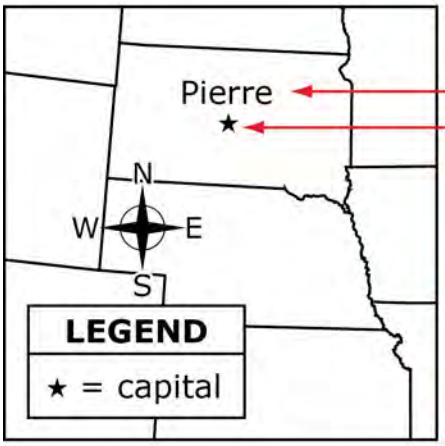
Title
Font: Verdana Bold
Font size/leading: 13pt./auto
Capitalization: headline capitalization
Alignment/spacing: horizontally centered/ 0p9 above map

Map Shading
Land: 0% black
Water: 20% black

Border
Line weight/color: 1pt./100% black

Compass Rose
Alignment/spacing: horizontally centered/0p4.5 above legend

Legend Box
Line weight/color: 1pt./100% black
Padding: 0p4.5 all sides



Map Labels
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: headline capitalization
Alignment: labels may be placed outside land when necessary

Star
Line weight/fill/width: 1pt. 100% black/0p4.5

Dot
Fill/width: 100% black/0p4.5 dot

Legend

Title
Font: Verdana Bold
Font size/leading: 12pt./auto
Capitalization: uppercase capitalization
Alignment: centered within title space

Text
Font: Verdana Regular
Font size/leading: 12pt./auto
Alignment: left-aligned by "=" sign
Note: included when a map contains patterns, shading, or symbols

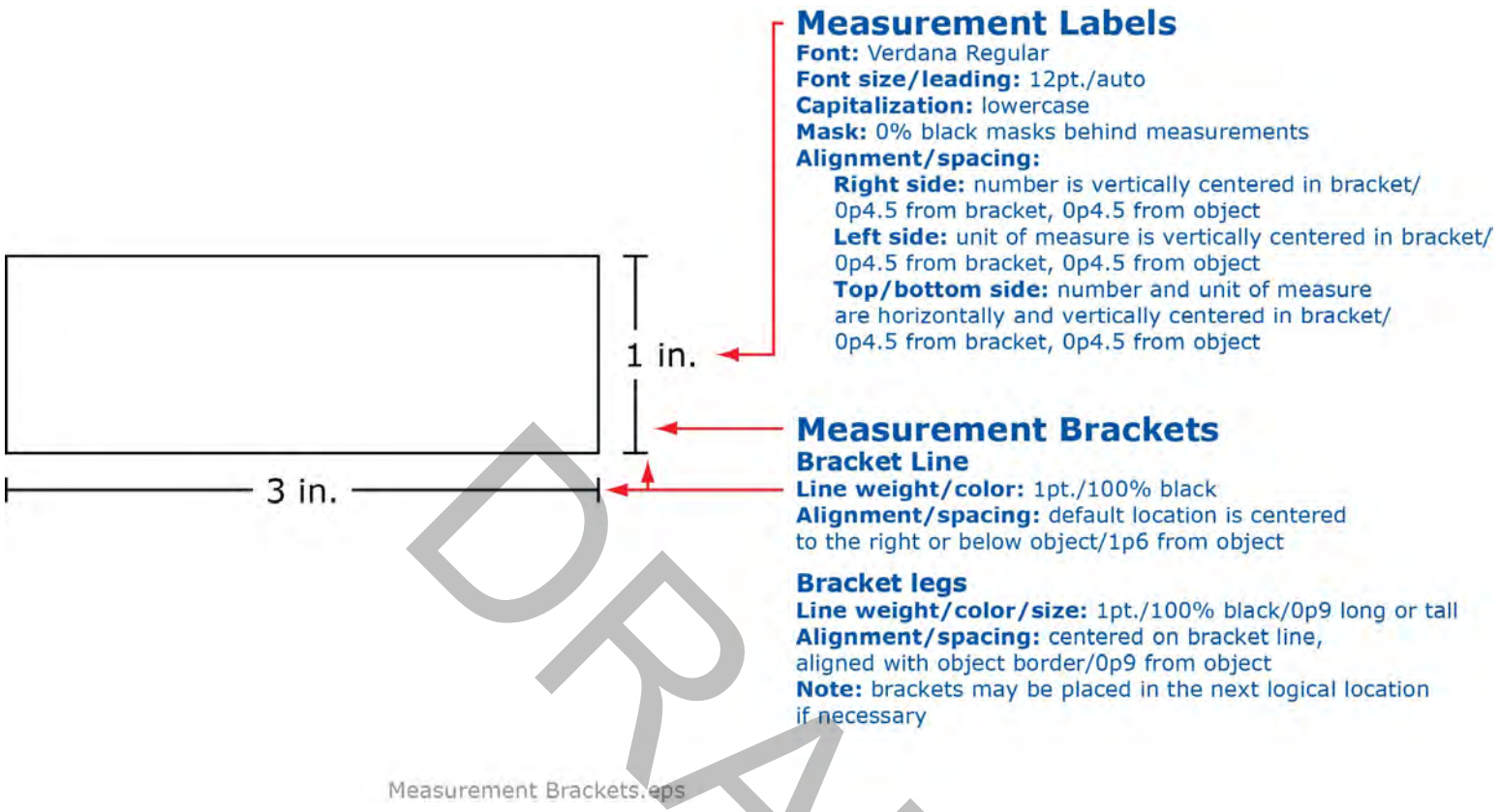
Location
Alignment/spacing: vertically aligned with bottom border/0p9 right of art; legend may be placed in next logical and available spot if important artwork will be covered
Note: Use map symbols for legend information, lowercase capitalization, except for proper nouns or first words of sentences

Legend Symbols
Alignment: vertically aligned, horizontally centered with each other

Map 1.eps

DRAFT

measurement brackets Measurement brackets are used when necessary in art.



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money

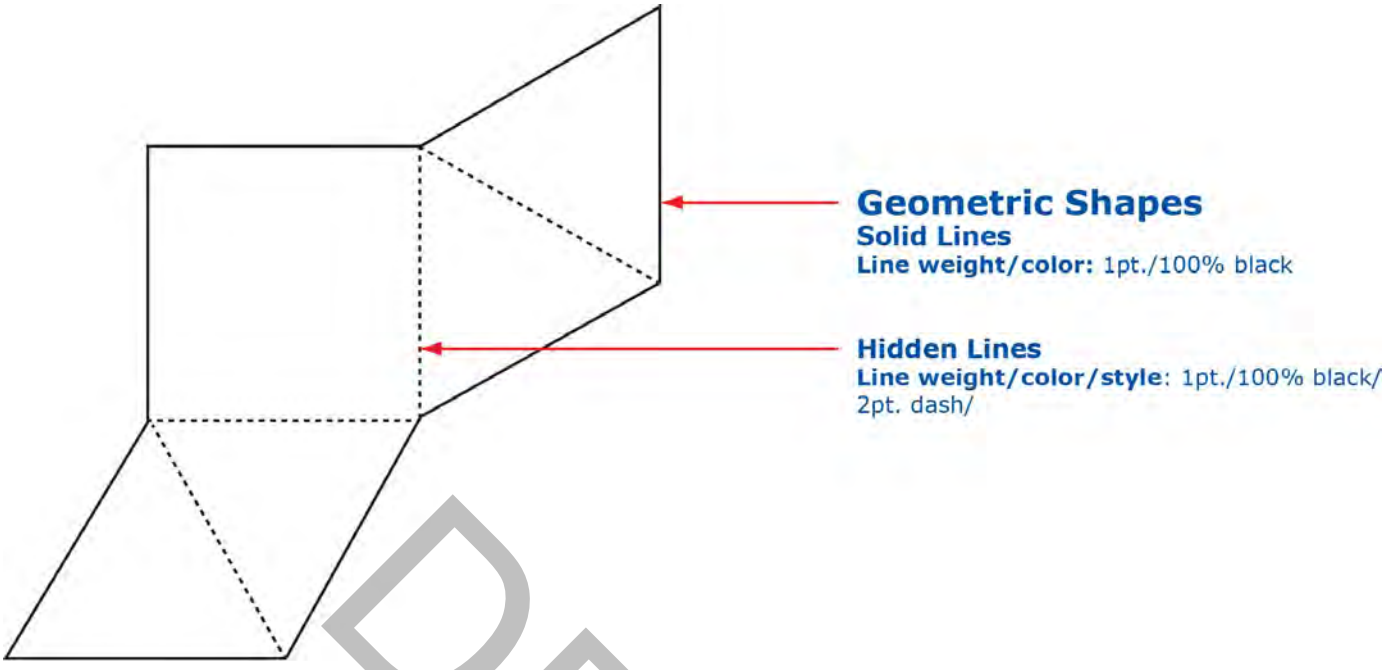
According to the US Secret Service Web site, paper money illustrations must be at least 75% of the original size or smaller or 150% of the original size or larger than real money if the illustrations look like real money. Coin illustrations can be exact replicas because there is no concern about counterfeiting. See money in Language Requirements.

Currency is 70% of original size

Coins are 100% size

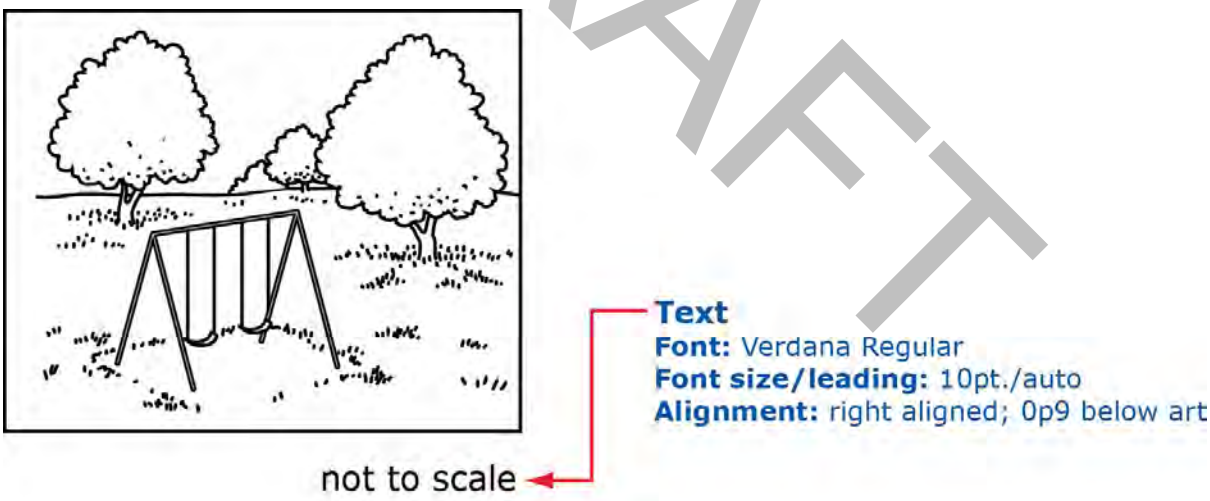
DRAFT

net



Net.eps

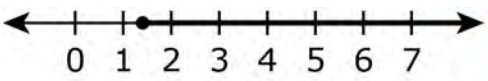
not to scale



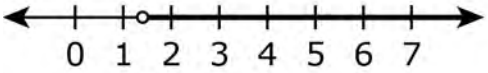
Not_To_Scale.eps

DRAFT

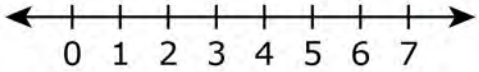
number lines



Line/Arrowhead
Line
Line weight/color: 2pt./100% black
Arrowhead type/size: #2/50%
(use Effect/Stylize/ Add Arrowheads)



Dot
Closed: 5pt. circle/100% black fill; no stroke
Open: 4pt. circle/white fill; 1pt.stroke



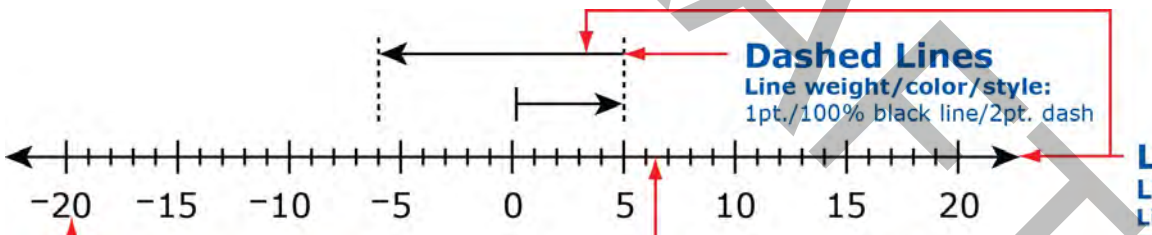
Number Line
Line
Line weight/color: 1pt./100% black
Arrowhead type/size: #2/100%
(use Effect/Stylize/ Add Arrowheads)

Tick Marks
Line weight/color/height: 1pt./100% black/0p9 tall
Alignment/spacing: vertically centered on the number line/
1p6 space between tick marks

Scale Labels
Font: Verdana Regular
Font size: 12pt./auto
Alignment: horizontally centered on the tick mark/
0p9 below number line

Number Line.eps

showing addition, subtraction



Dashed Lines
Line weight/color/style:
1pt./100% black line/2pt. dash

Line/Arrowhead
Line
Line weight/color: 1pt./100% black
Arrowhead type/size: #2/100%
(use Effect/Stylize/ Add Arrowheads)

Scale Labels
Font: Verdana Regular
Font size: 12pt./auto
Negative symbol: en dash with baseline shift of 2pt.
Alignment: horizontally centered on the tick mark/
0p9 below number line

Note: Deviating from this template for showing addition and subtraction with a number line is allowed for more creative ways of showing the information.

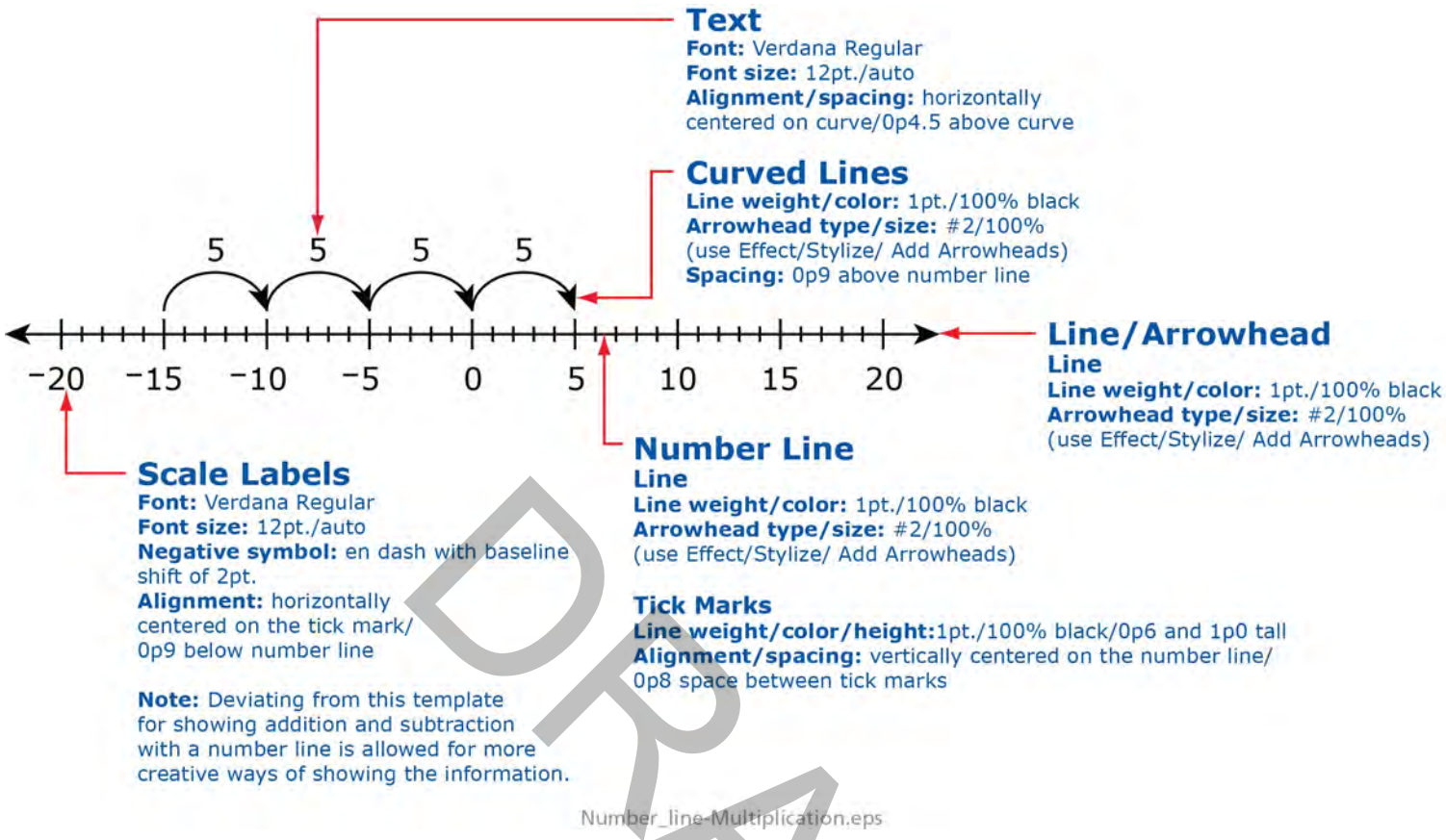
Number Line
Line
Line weight/color: 1pt./100% black
Arrowhead type/size: #2/100%
(use Effect/Stylize/ Add Arrowheads)

Tick Marks
Line weight/color/height:1pt./100% black/0p6 and 1p0 tall
Alignment/spacing: vertically centered on the number line/
0p8 space between tick marks

Number_line-Subtraction.eps

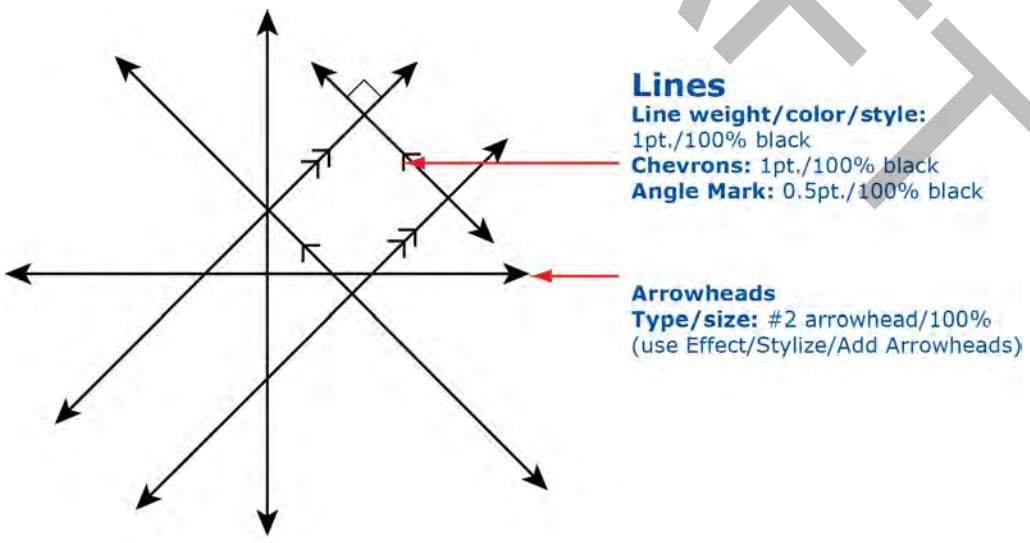
DRAFT

showing multiplication



Number_line-Multiplication.eps

parallel line marks



Parallel_Line_Marks.eps

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passages, nonstandard

Nonstandard passages such as Web pages, tables of contents, bibliographies, etc., are created based on art templates.

pattern (shape)

A pattern with shapes is shown at least three times so the pattern is established.

Use a blank line to indicate the next elements in the pattern that the student is asked to identify (number of blank lines equals the number of next elements asked for in the item).

See sequences and patterns (number) in Layout Requirements.

Missing Information
Question Mark
Font: Verdana Bold
Font size/leading: 12pt./auto
Alignment/spacing:
horizontally centered on line/
0p9 above line

Line
Line weight/color: 0.5pt./100% black
Size: width of line equals size of missing shape
Alignment/spacing: bottom-aligned with shapes/0p9 from nearest shape border

Patterns.eps

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photo credits See acknowledgments in Language Requirements.

Photo Credit
Font: Verdana Regular
Font size/leading: 6pt./auto
Capitalization/punctuation: lowercase, except for proper names and nouns/no punctuation, except for complete sentences
Alignment/spacing: vertically bottom-aligned on right side of photo/ 0p1 between photo and credit

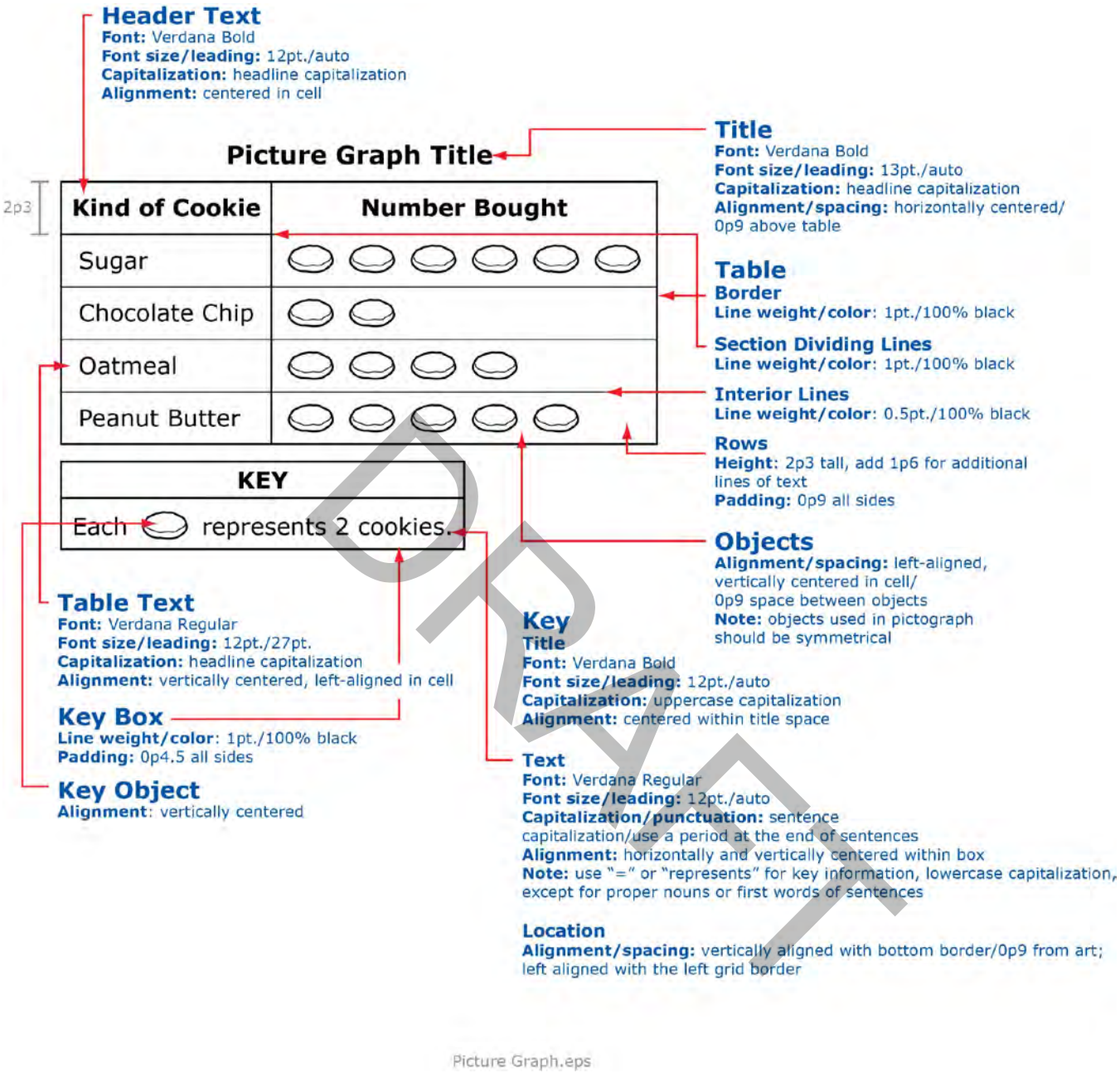
photographs Photographs may be used.

Border lines are used around photographs.

Copyright information for photographs is included with other acknowledgments. See acknowledgements in Language Requirements and photo credits in this section.

DRAFT

picture graphs

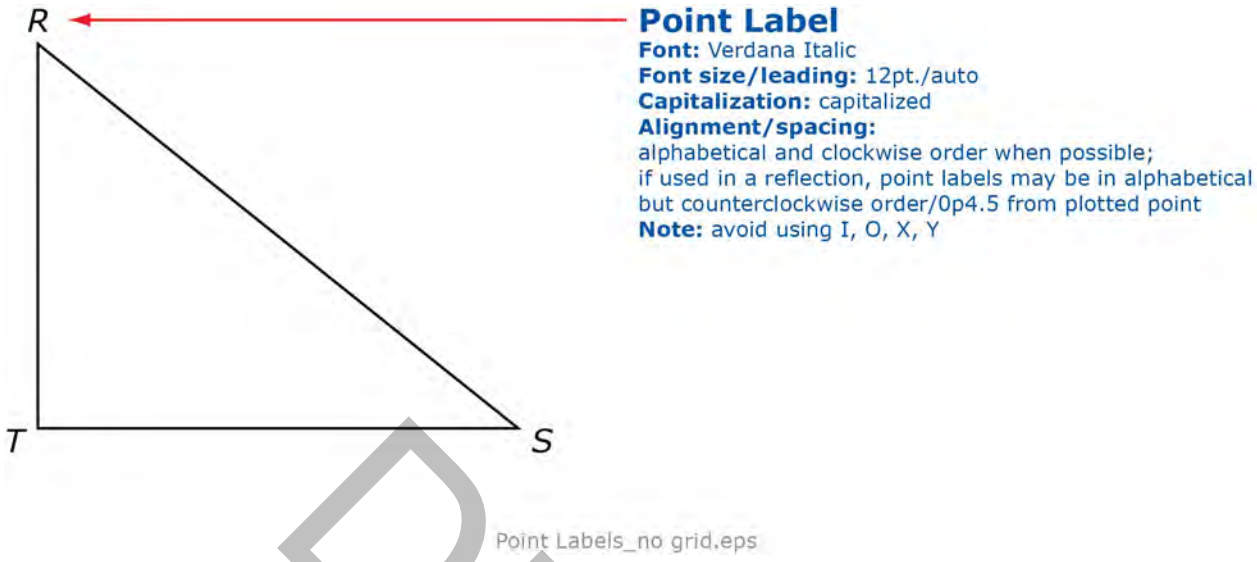


Picture Graph.eps

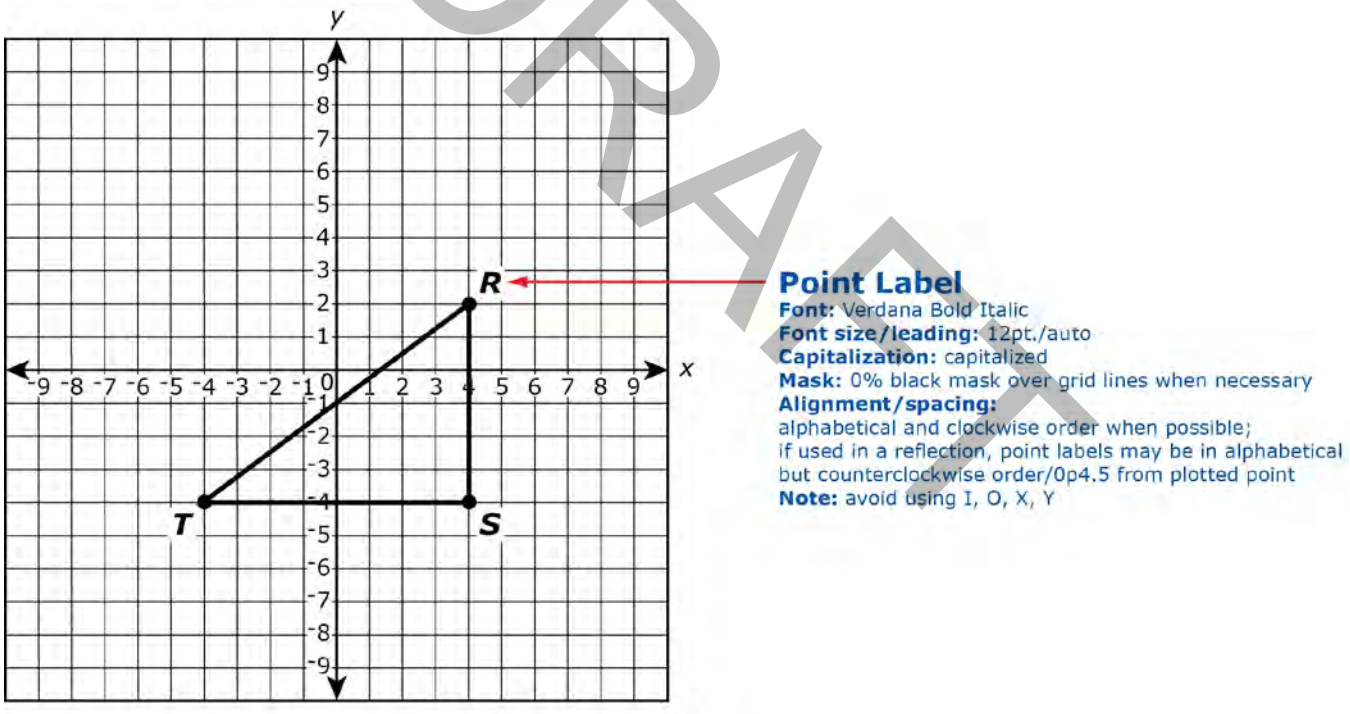
DRAFT

point labels

Avoid using answer option labels. See labels in answer options in Layout Requirements and point labels in Layout Requirements.



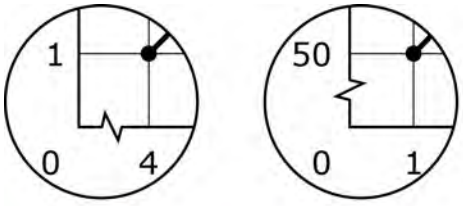
Point Labels_no grid.eps



Point Labels_grid_PARCC.eps

DRAFT

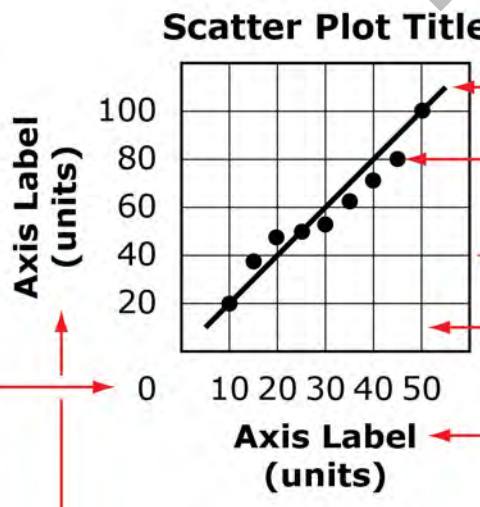
scale break



Scale Break
***Copy and paste from template to graph when needed**
Line weight/color: 1pt./100% black
Mask: 0% black mask over graph border
Alignment: may occur on either the *x*-axis or *y*-axis, align with border and only graph points after the break
Note: line graphs and one-quadrant grids may use scale breaks

Scale Break_PARCC.eps

scatter plot



Title
Font: Verdana Bold
Font size/leading: 13pt./auto
Capitalization: headline capitalization
Alignment/spacing: horizontally centered/ 0p9 above graph

Line of Best Fit
Line weight/color: 2pt./100% black

Plotted Point
Height/width: 6pt./6pt. circle
Fill: 100% black

Border
Line weight/color: 1pt./100% black

Grid Lines
Line weight/color: 0.5pt./100% black
Spacing: 1p6 spacing between lines

Axis Labels
Font: Verdana Bold
Font size/leading: 12pt./auto
Capitalization: headline capitalization, units of measurement in parentheses are lowercase
Alignment: *x*-axis: horizontally centered with graph border, 0p9 below scale labels; *y*-axis: vertically aligned with graph border, 0p9 from scale labels
Note: labels are not to extend beyond the width/height of graph, use multiple lines when necessary

Scale Labels
Font: Verdana Regular
Font size/leading: 12pt./18pt.
Capitalization: headline capitalization
Alignment/spacing: *x*-axis: horizontally centered on grid lines/0p9 below border; *y*-axis: right-aligned, vertically centered on grid lines/ 0p9 from border
Zero: right-aligned with *y*-axis scale labels, bottom-aligned with *x*-axis scale labels
Note: top line is not labeled

Scatter Plot_PARCC.eps

DRAFT

Draft document—subject to revision

shading

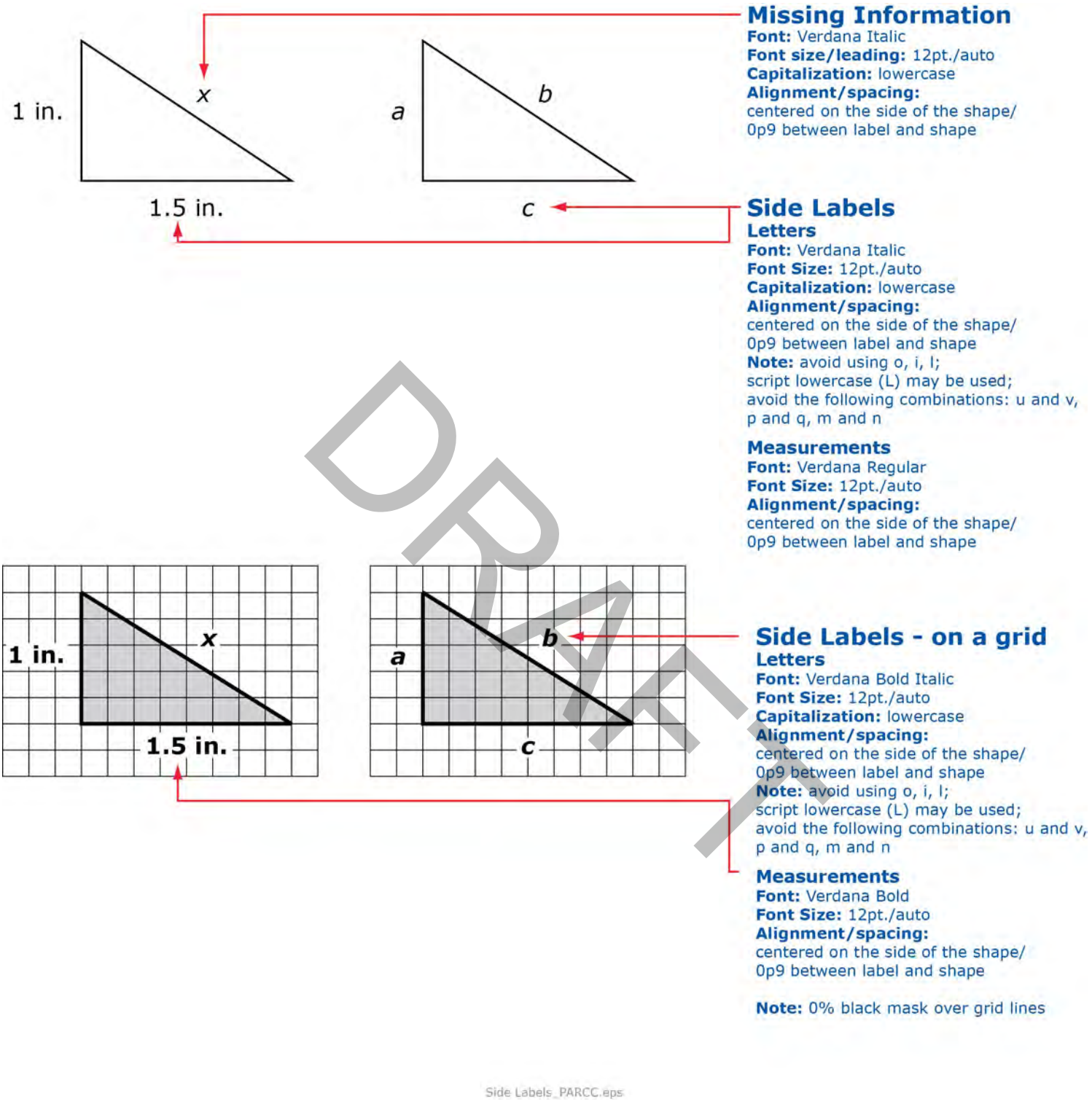
When shading must be used, 20% black is the default. Minimum shading that prints without problems is 15% black.

See design fills and patterns in this section.

Shading
Default: 20% black
Maps: use 20% shading for water

DRAFT

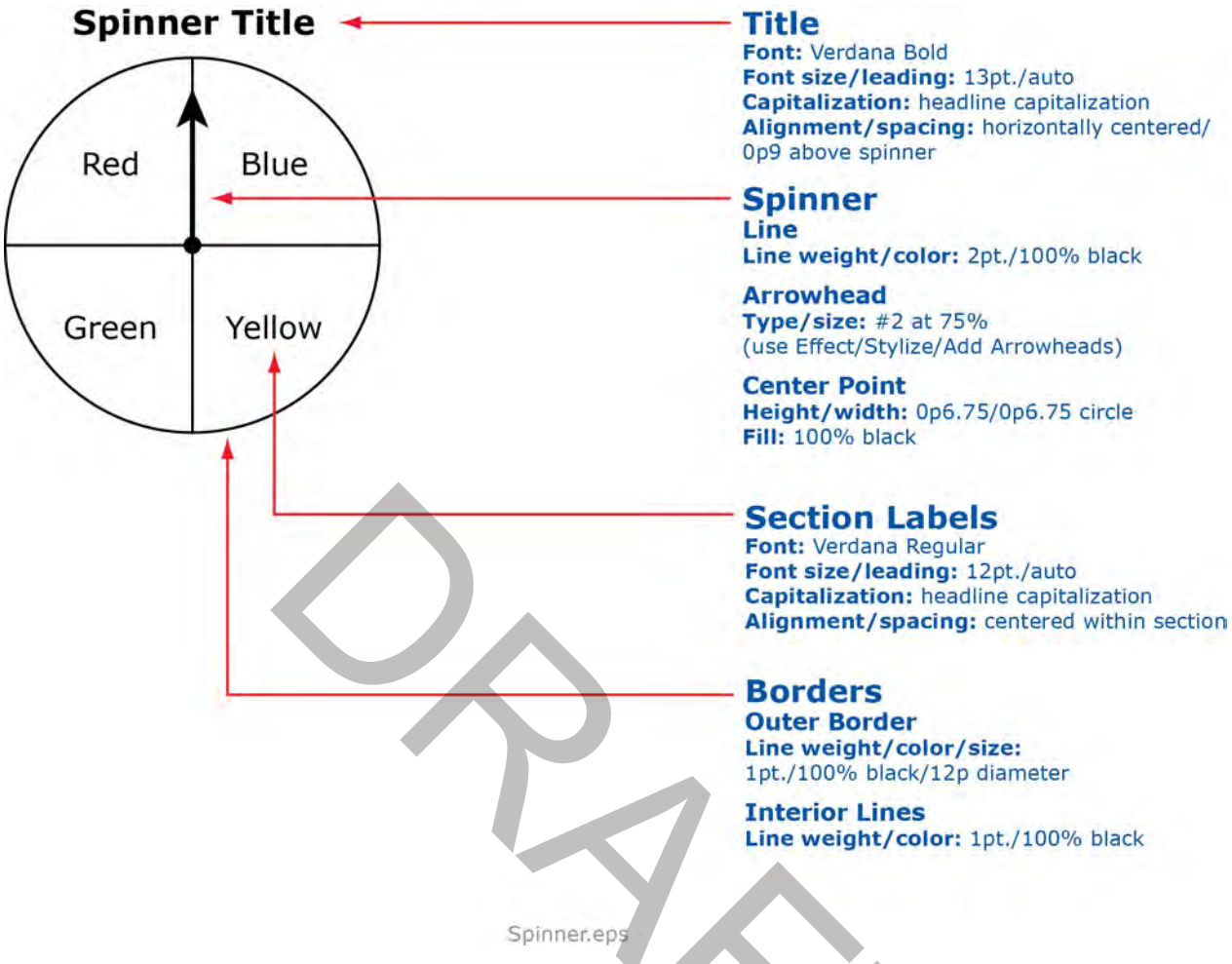
side labels of geometric figures



DRAFT

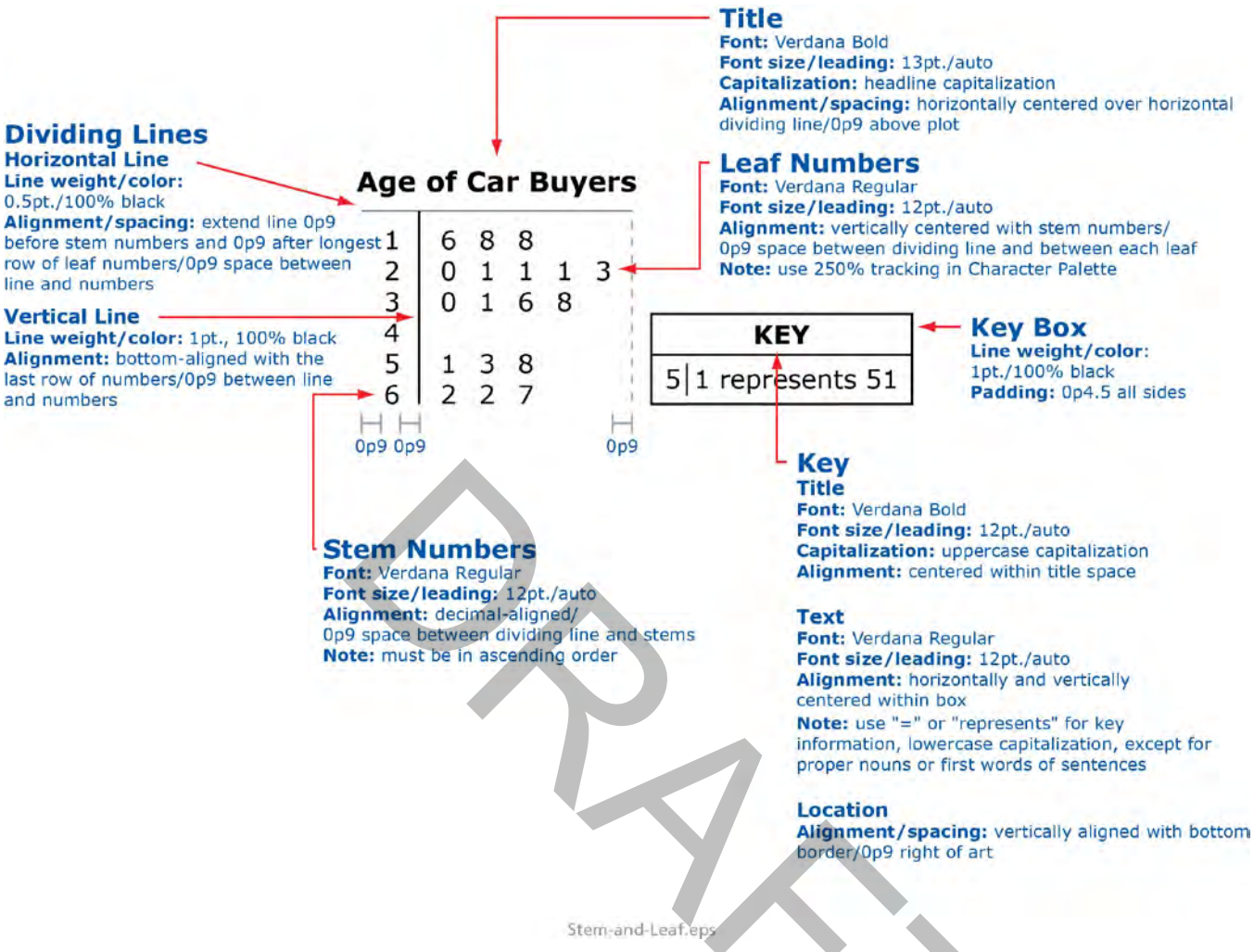
See side labels of geometric figures in Layout Requirements.

spinners



DRAFT

stem and leaf plot



tables

Titles are not required on all tables.

Table with Blank Cell

Sample	Solution Added	Result
sample one	yes	water into the cell
sample two	no	
sample three	no	water out of the cell

Blank Cell

DRAFT

Table Title

Center Vertically	Center Header Text Horizontally	Align Numbers by Decimal (units)
left-align text	left-align	2
left-align text	left-align	1.5
left-align text with multiple lines	center vertically	25.120

Title
Font: Verdana Bold
Font size/leading: 13pt./auto
Capitalization: headline capitalization
Alignment/spacing:
horizontally centered
over width of table/0p9 above table

Header Text
Font: Verdana Bold
Font size/leading: 12pt./auto
Capitalization: headline capitalization
Alignment: centered in cell

Text
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: lowercase phrases;
sentence capitalization for sentences
Alignment:
Text: left-aligned, vertically centered
Numbers: decimal-aligned,
centered by number with most digits;
all other numbers decimal-aligned with
centered number

Table
Border
Line weight/color: 1pt./100% black

Interior Lines
Line weight/color: 0.5pt./100% black

Section Dividing Lines
Line weight/color: 1pt./100% black

Rows
Height: 2p3 tall,
add 1p6 for additional lines of text
Padding: 0p9 all sides

Table_Multiple lines.eps

Table with Yes/No Column

Sample	Solution Added	Result
1	yes	water into the cell
2	no	water out of the cell

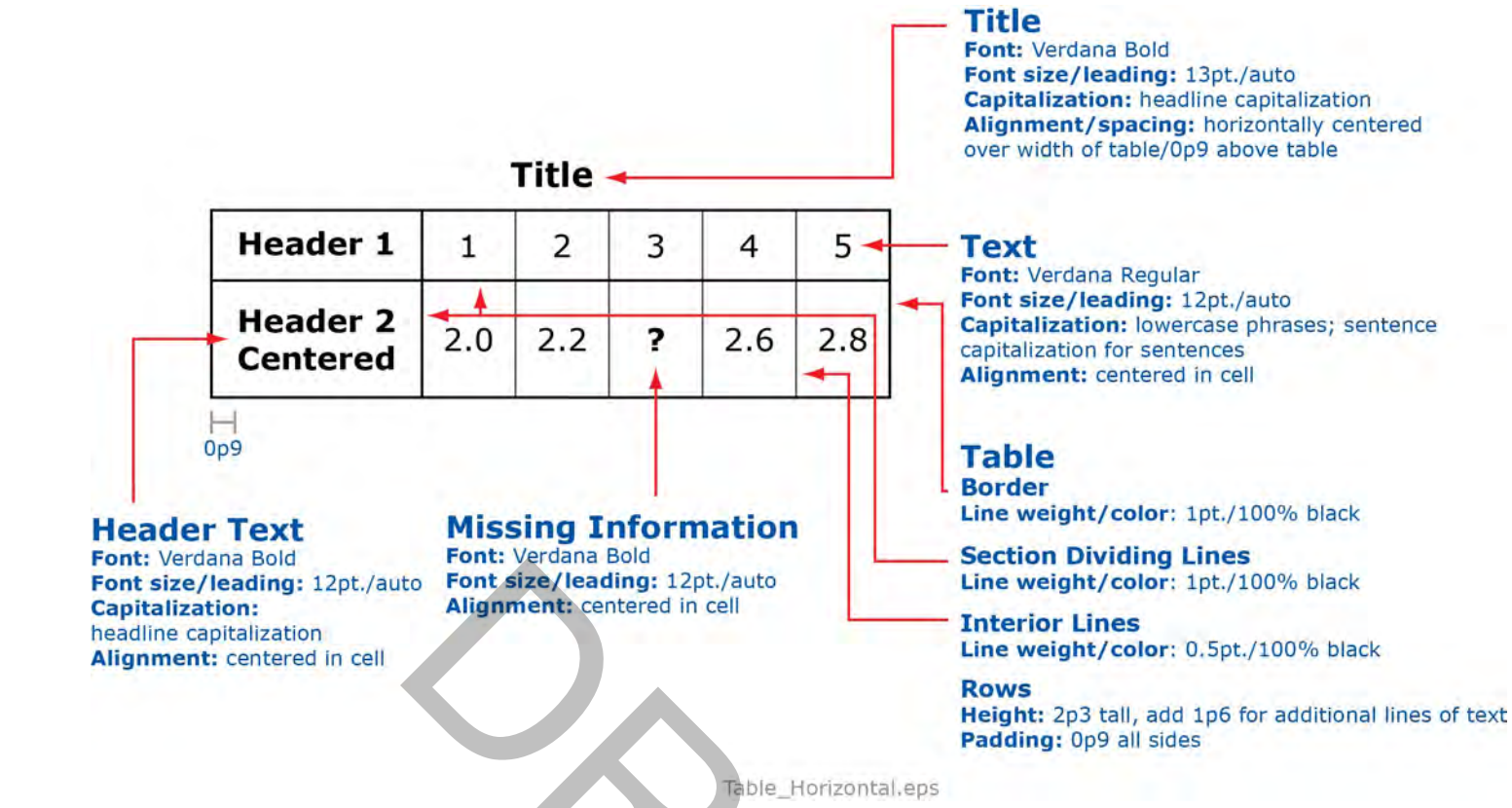
Text
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: lowercase phrases;
sentence capitalization for sentences
Alignment: left-aligned

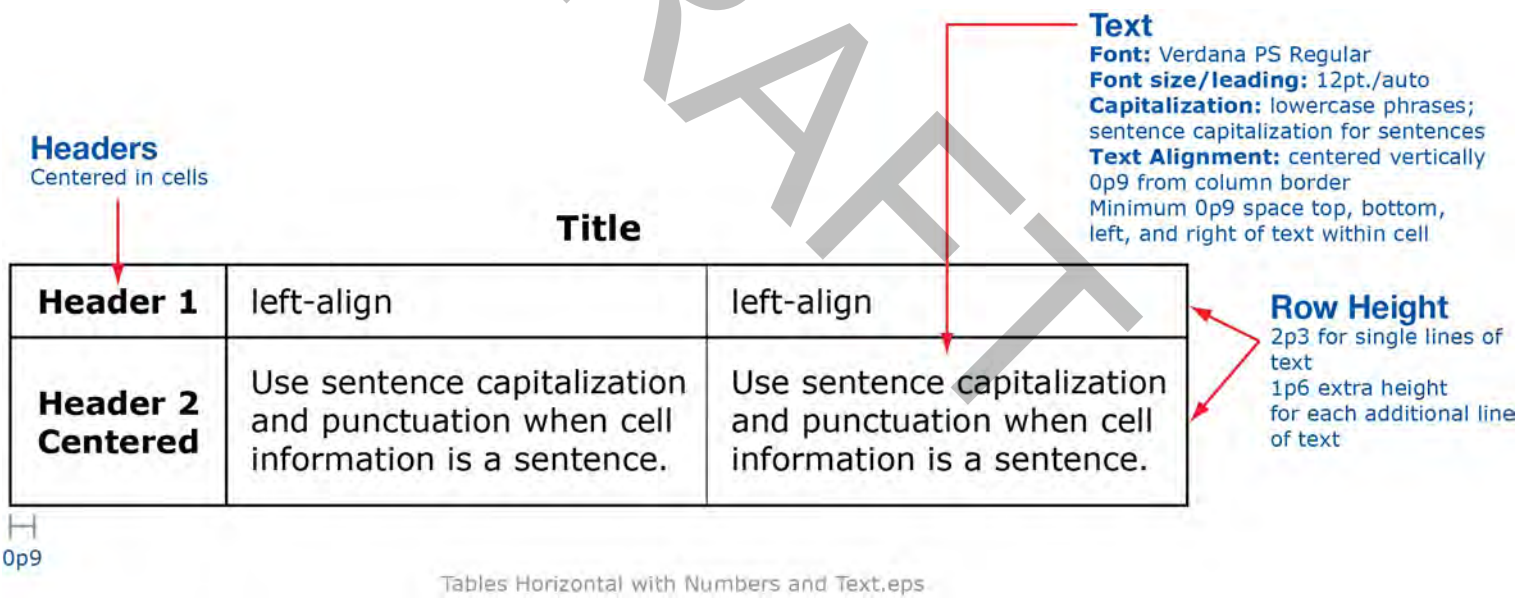
Numbers
Font: Verdana Regular
Font size/leading: 12pt./auto
Alignment: centered in cell

Yes/No
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: lowercase
Alignment: centered in cell

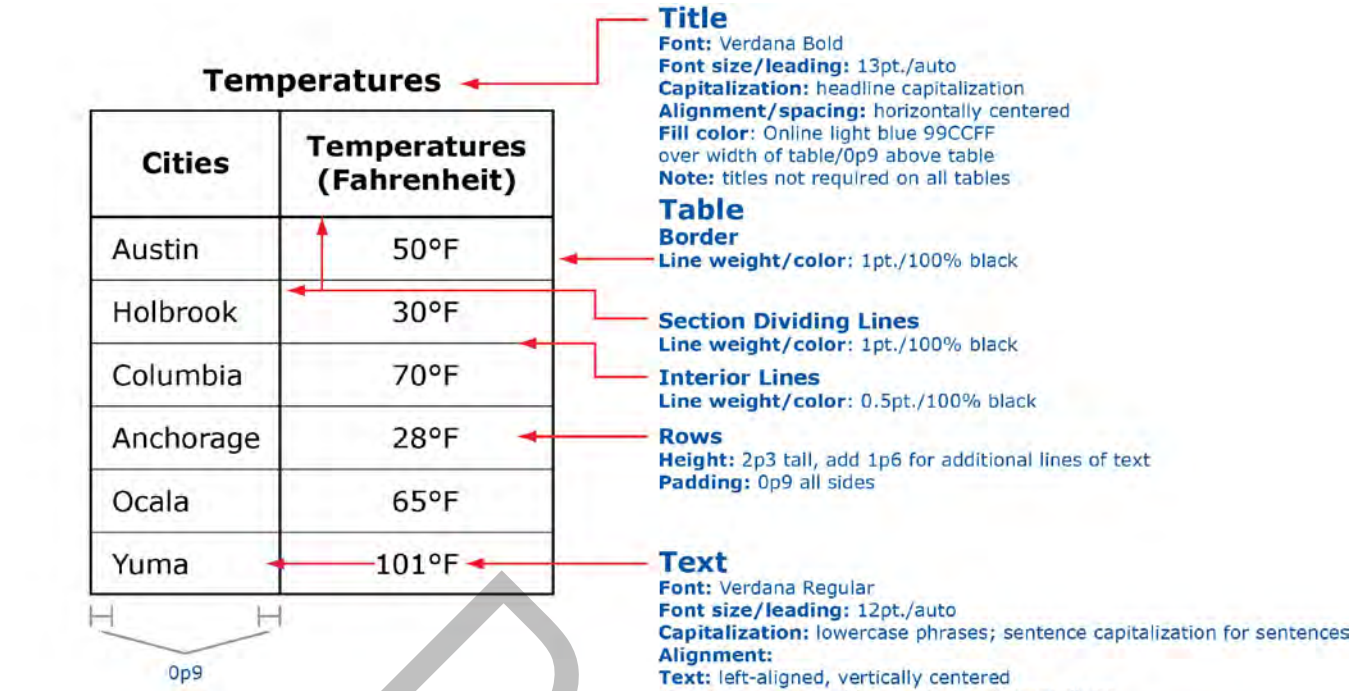
Table_YesNo.eps

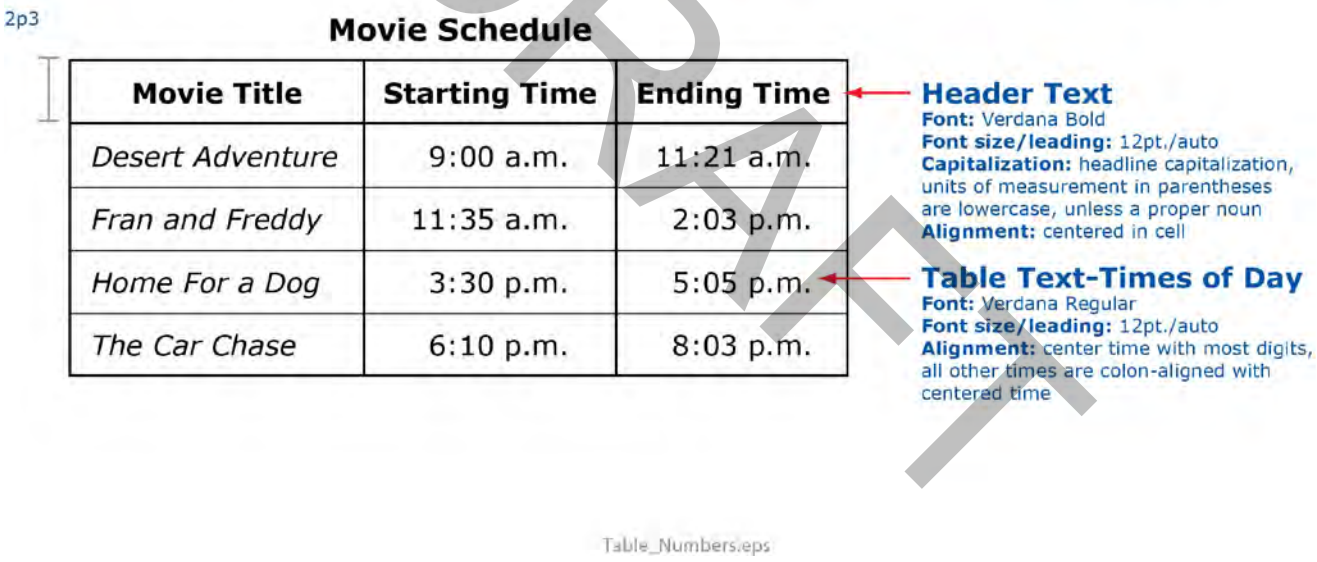
DRAFT


Title
Font: Verdana Bold
Font size/leading: 13pt./auto
Capitalization: headline capitalization
Alignment/spacing: horizontally centered over width of table/0p9 above table
Title
Header 1
1
2
3
4
5
Header 2 Centered
2.0
2.2
?
2.6
2.8
0p9
Text
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: lowercase phrases; sentence capitalization for sentences
Alignment: centered in cell
Table
Border
Line weight/color: 1pt./100% black
Section Dividing Lines
Line weight/color: 1pt./100% black
Interior Lines
Line weight/color: 0.5pt./100% black
Rows
Height: 2p3 tall, add 1p6 for additional lines of text
Padding: 0p9 all sides
Header Text
Font: Verdana Bold
Font size/leading: 12pt./auto
Capitalization: headline capitalization
Alignment: centered in cell
Missing Information
Font: Verdana Bold
Font size/leading: 12pt./auto
Alignment: centered in cell
Table_Horizontal.eps


Text
Font: Verdana PS Regular
Font size/leading: 12pt./auto
Capitalization: lowercase phrases; sentence capitalization for sentences
Text Alignment: centered vertically
0p9 from column border
Minimum 0p9 space top, bottom, left, and right of text within cell
Headers
Centered in cells
Title
Header 1
left-align
left-align
Header 2 Centered
Use sentence capitalization and punctuation when cell information is a sentence.
Use sentence capitalization and punctuation when cell information is a sentence.
Row Height
2p3 for single lines of text
1p6 extra height for each additional line of text
0p9
Tables Horizontal with Numbers and Text.eps

DRAFT





Table_Numbers.eps

DRAFT

Table Title 13pt.

Center Vertically	Center Header Text Horizontally	Header Text
Use sentence capitalization and punctuation when cell information is a sentence.	left-align	left-align
Use sentence capitalization and punctuation when cell information is a sentence.	left-align	left-align
Use sentence capitalization and punctuation when cell information is a sentence.	lowercase in all other cases	center vertically

Text
Font: Verdana Regular
Font size/leading: 12pt./auto
Capitalization: lowercase phrases; sentence capitalization for sentences
Alignment: left-aligned, vertically centered

Table_sentence.eps

DRAFT

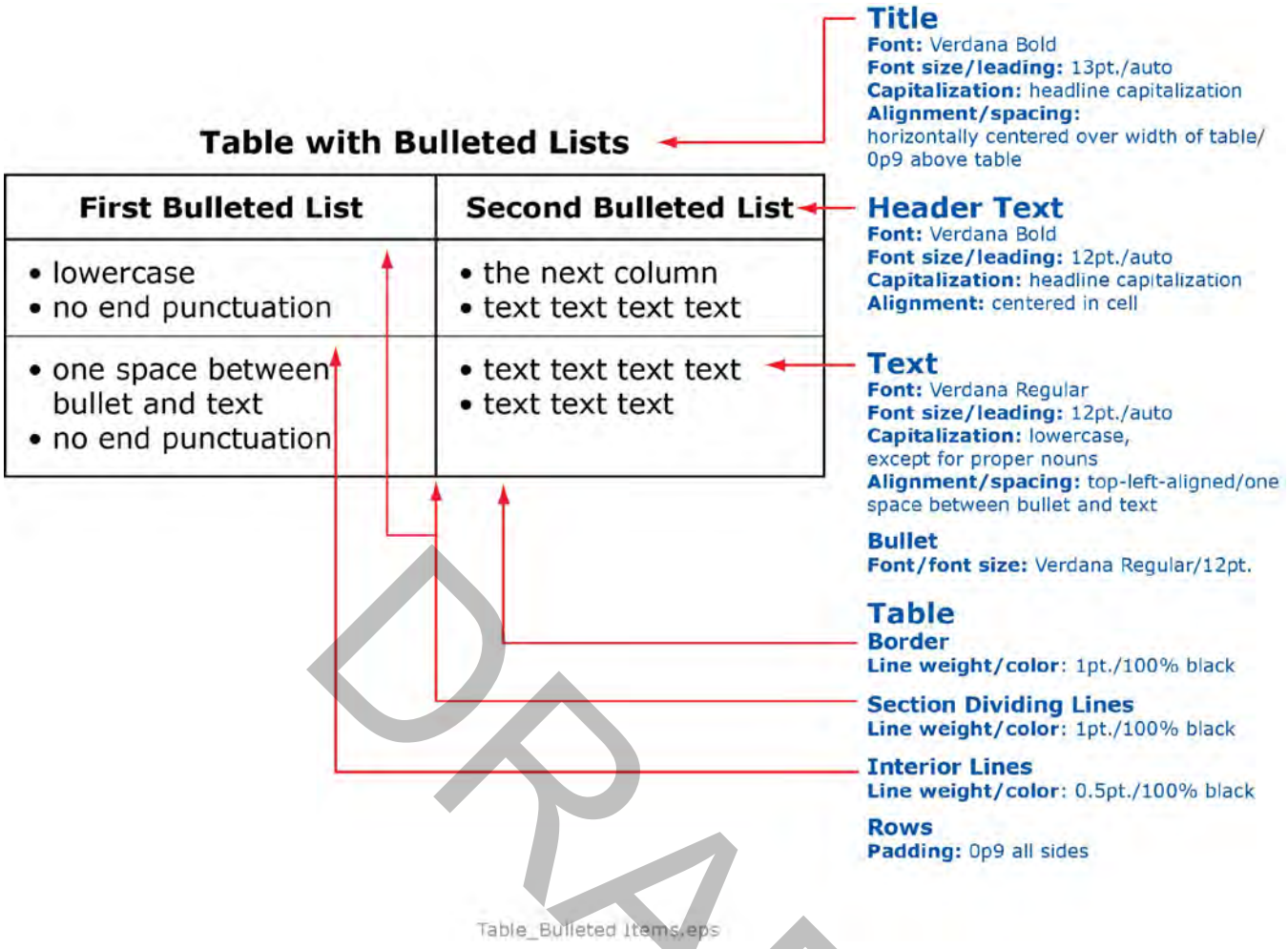


Table with Bulleted Lists
First Bulleted List
Second Bulleted List
• lowercase
• no end punctuation
• the next column
• text text text text
• one space between bullet and text
• no end punctuation
• text text text text
• text text text
Title
Font: Verdana Bold
Font size/leading: 13pt./auto
Capitalization: headline capitalization
Alignment/spacing: horizontally centered over width of table/ 0p9 above table
Header Text
Font: Verdana Bold
Font size/leading: 12pt./auto
Capitalization: headline capitalization
Alignment: centered in cell
Text
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Font size/leading: 12pt./auto
Capitalization: lowercase, except for proper nouns
Alignment/spacing: top-left-aligned/one space between bullet and text
Bullet
Font/font size: Verdana Regular/12pt.
Table
Border
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Section Dividing Lines
Line weight/color: 1pt./100% black
Interior Lines
Line weight/color: 0.5pt./100% black
Rows
Padding: 0p9 all sides
Table_Bulleted Items.eps

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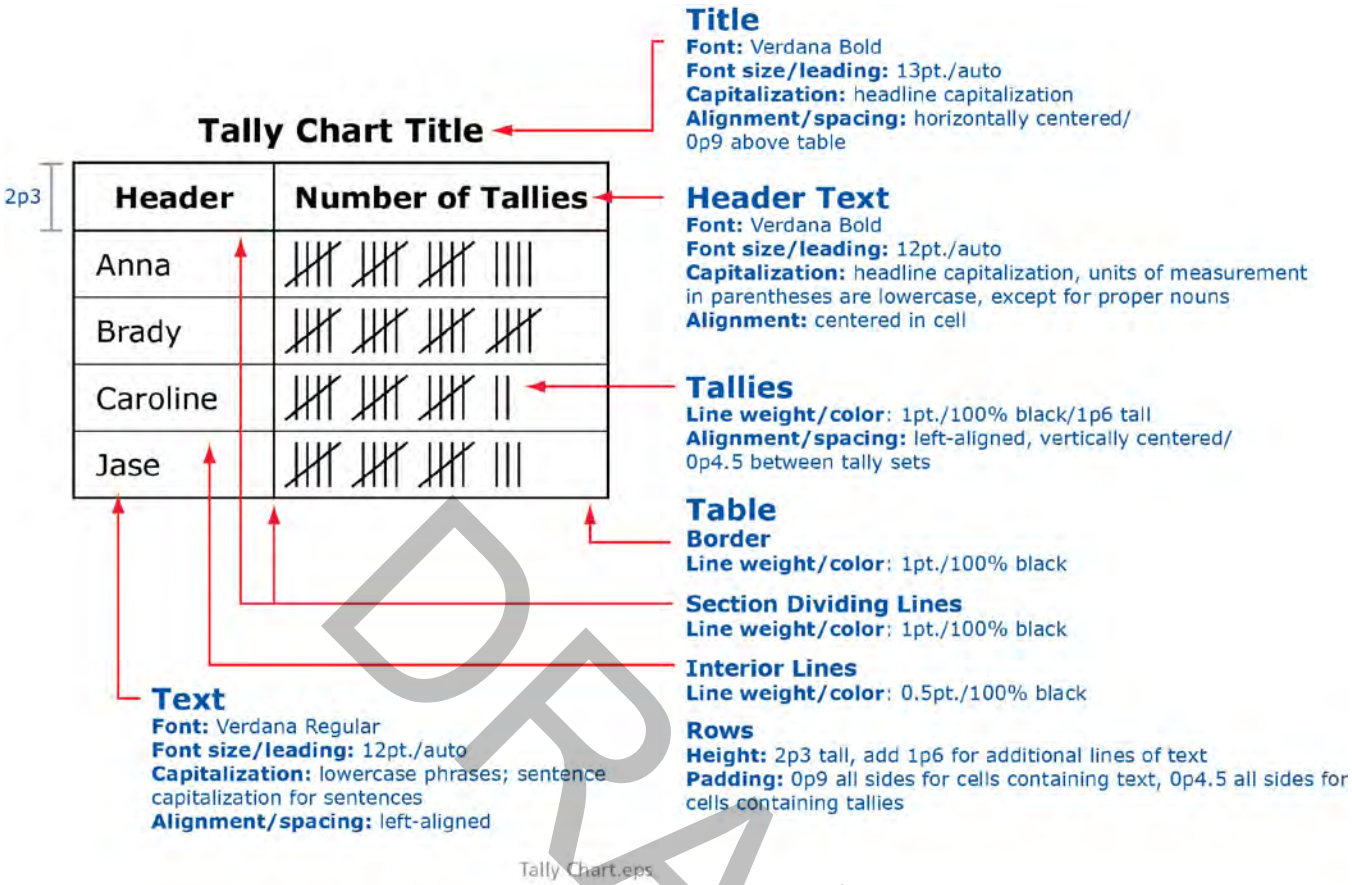
tally charts



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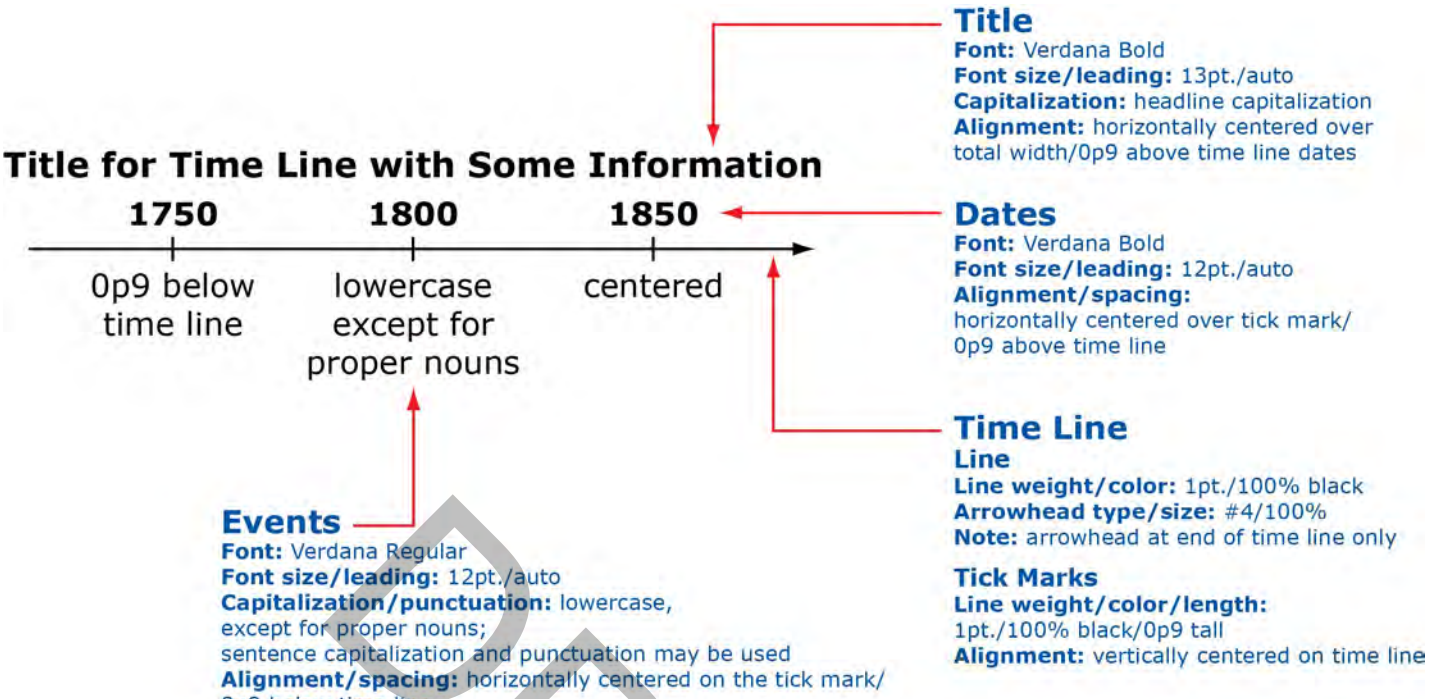
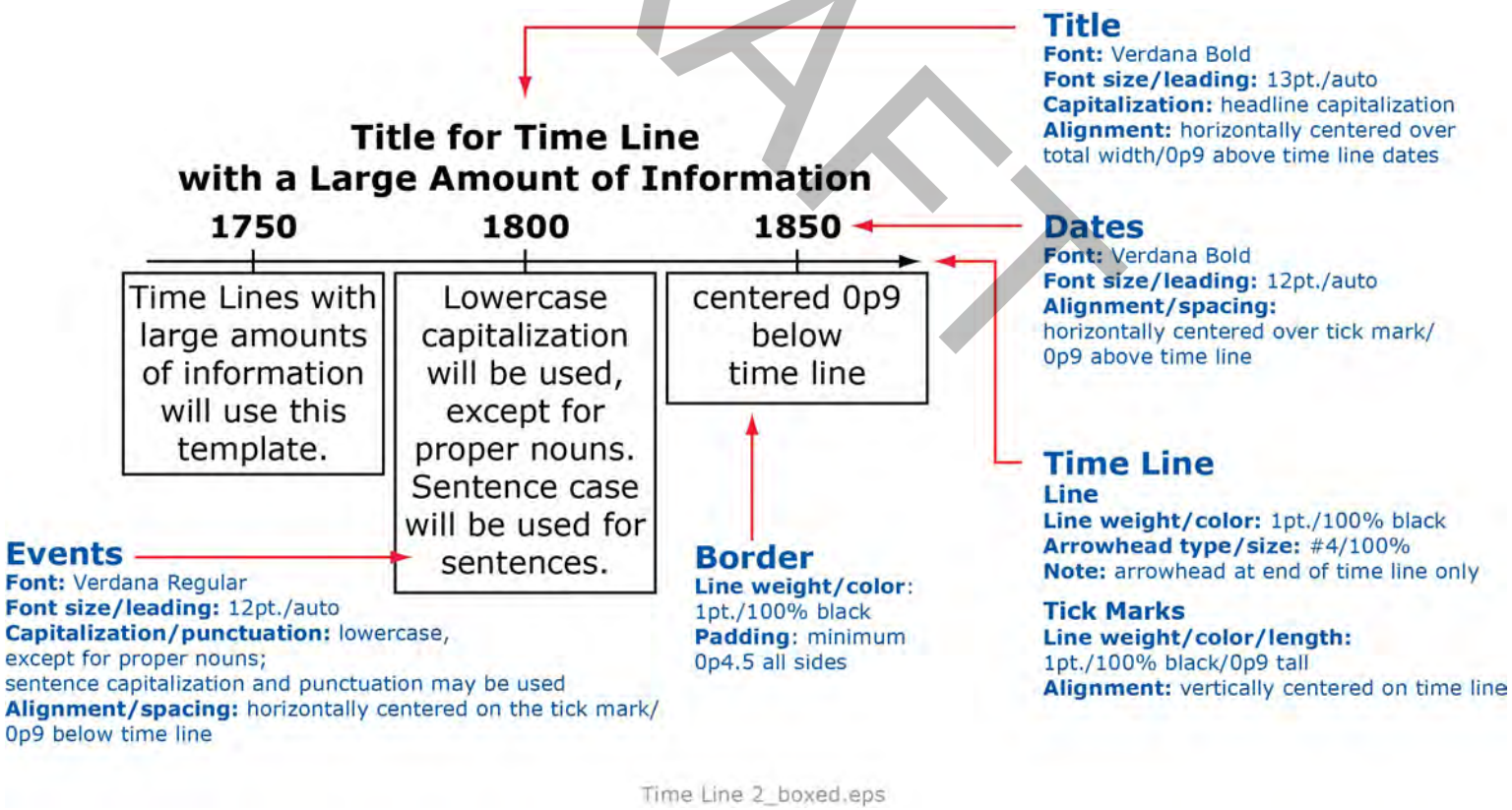
time lines



Time Line 1.eps



Time Line 2_boxed.eps

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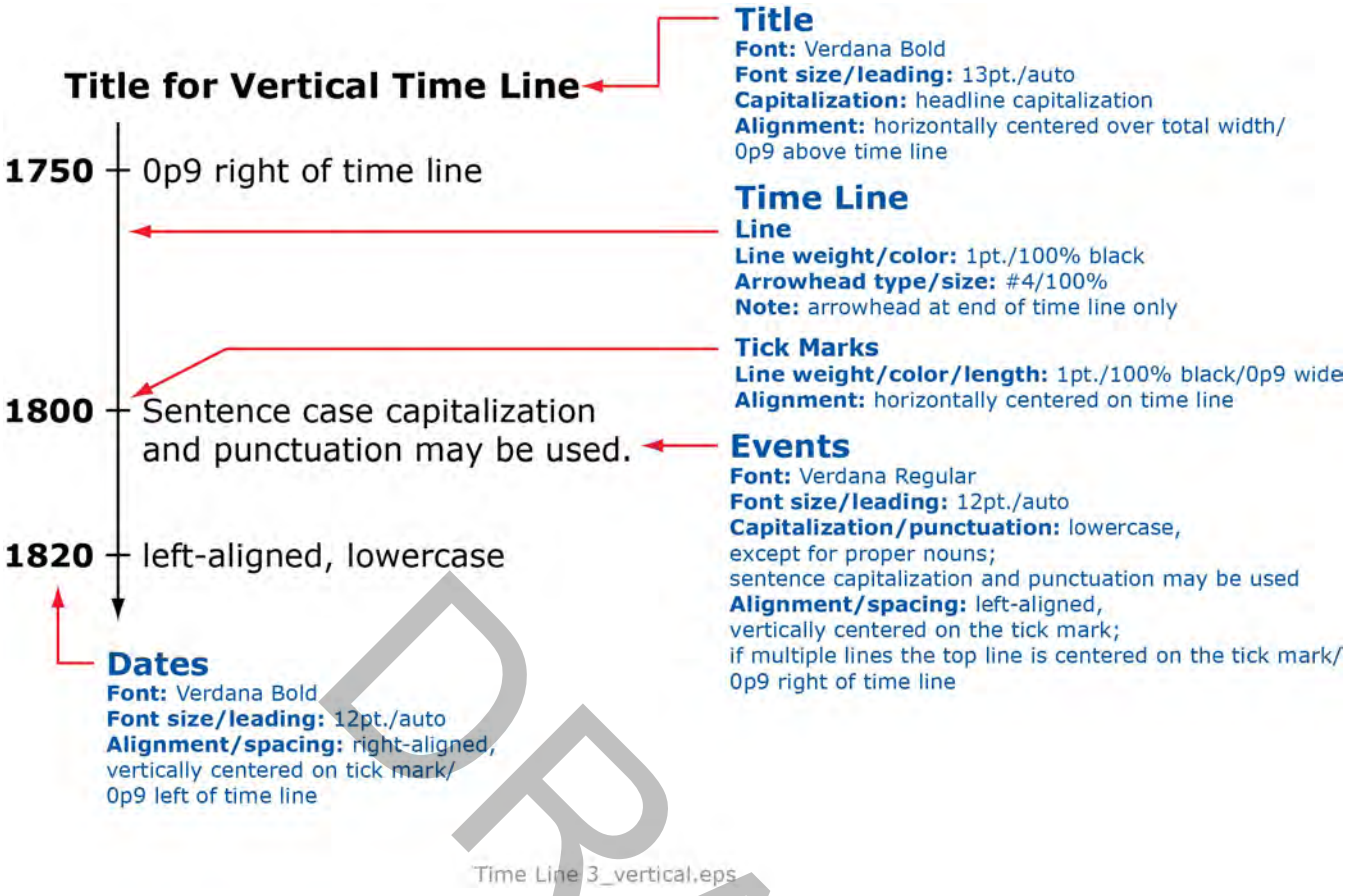

Time Line 3_vertical.eps

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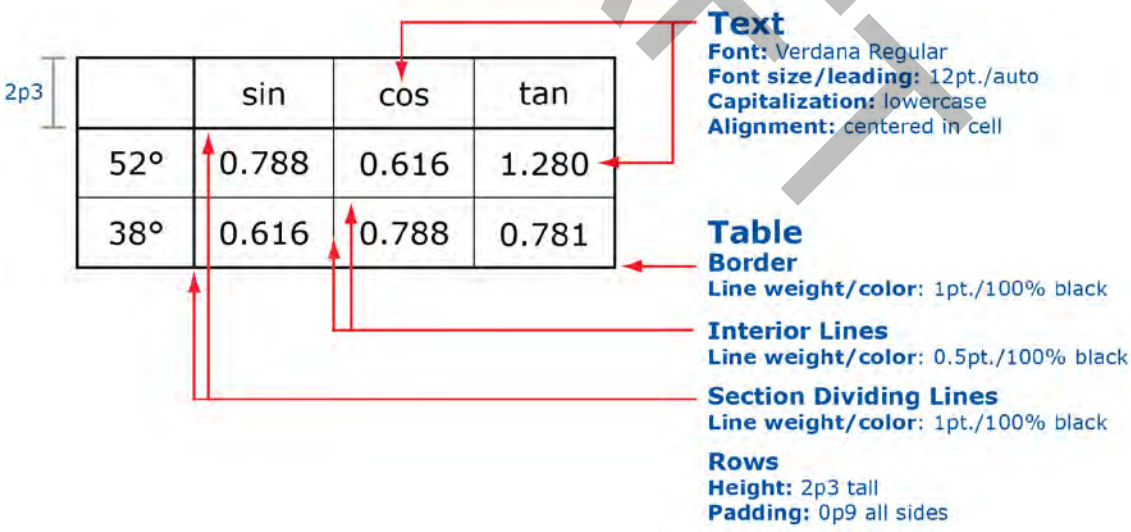
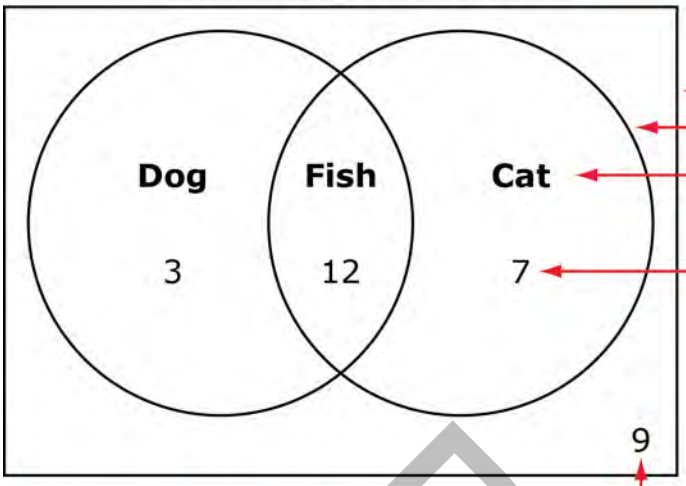
trig value table



Venn diagrams



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Capitalization: headline capitalization
Alignment/spacing: horizontally centered/ 0p9 above box

Border
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Circle diameter: 12p
Padding: 0p9 all sides

Section Labels
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Capitalization: headline capitalization
Alignment: centered in section

Section Data
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Font size/leading: 12pt./auto
Capitalization: lowercase except for proper nouns
Alignment: centered in section

External Number
Font: Verdana Regular
Font size/leading: 12pt./auto
Alignment: right-aligned with right circle border/ 0p4.5 below circles

Venn Diagram.eps

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Language Requirements

a.m., p.m.

Lowercase the letters and include periods. The exception is how a.m. and p.m. are shown in clocks.

See time in this section.

abbreviations

Abbreviations must be consistent within text. Spell out words in the stem, but abbreviations may be used in art and answer choices if the words have been spelled out in the stem. e.g., cm or ft would be acceptable in art.

Some commonly known abbreviations, such as DNA, may be used on first reference without a spelled-out reference preceding the abbreviation.

Spell out television, versus, city names, and people's names on first reference in text. e.g., television instead of TV, versus instead of vs., New York City instead of NYC, John F. Kennedy instead of JFK.

Use periods for only "in.", "mi.", and "oz."

Abbreviations are used for English units, metric units, and the International System of Units.

See bar graphs; circle graphs; coordinate grid, 1 quad; histograms; measurement brackets; side labels of geometric figures; tables in Art Requirements.

days of the week

In items that do not have adequate space for spelling out terms along a graph axis, for example, use abbreviations for days of the week.

Sun. Sunday	Thurs. Thursday
Mon. Monday	Fri. Friday
Tues. Tuesday	Sat. Saturday
Wed. Wednesday	

months

In items that do not have adequate space for spelling out terms along a graph axis, for example, use abbreviations for months.

Jan. January	July July

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Feb. February	Aug. August
Mar. March	Sept. September
Apr. April	Oct. October
May May	Nov. November
June June	Dec. December

states

When appropriate, the two-letter postal code should be used as the abbreviation for a state name. See state names in this section.

AK Alaska	MT Montana
AL Alabama	NC North Carolina
AR Arkansas	ND North Dakota
AZ Arizona	NE Nebraska
CA California	NH New Hampshire
CO Colorado	NJ New Jersey
CT Connecticut	NM New Mexico
DC District of Columbia	NV Nevada
DE Delaware	NY New York
FL Florida	OH Ohio
GA Georgia	OK Oklahoma
HI Hawaii	OR Oregon
IA Iowa	PA Pennsylvania
ID Idaho	RI Rhode Island
IL Illinois	SC South Carolina
IN Indiana	SD South Dakota
KS Kansas	TN Tennessee
KY Kentucky	TX Texas
LA Louisiana	UT Utah
MA Massachusetts	VA Virginia
MD Maryland	VT Vermont
ME Maine	WA Washington
MI Michigan	WI Wisconsin
MN Minnesota	WV West Virginia
MO Missouri	WY Wyoming

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MS Mississippi

above

Avoid using the term *above* to refer students to information or art.

See below and the following in this section.

acknowledgments

Use the specific acknowledgment language requested/required by the content owner.

Passages: If the owner does not request or require specific language, the standard credit line will be: "Passage Title" by Author's Name from NAME OF SOURCE DOCUMENT, Publisher. Copyright Information. (if not public domain)
e.g.,: "Why I Need the Birds" by Lisel Mueller from ALIVE TOGETHER by Lisel Mueller, Louisiana State University Press. © 1996.

Photographs: If the owner does not request or require specific language for the credit line on the acknowledgments page, the standard credit line for photographs in the acknowledgments section will be: "Photo Title from Source Information" by Photographer's Name or Rights Holder's Name from NAME OF SOURCE LOCATION. Copyright Information. (if not public domain)
e.g.,: "Asian Elephant" by CORBIS from Serengeti Collection. © 2007.

If the photographer or rights holder does not require specific language for the photo credit, the standard photo credit language next to the photo will be: Photographer's Name or Rights Holder's Name, Photo Title from Source Information.

See photo credits in Art Requirements.

acronyms

Follow Chicago Manual of Style, 16th edition, and Merriam-Webster's Collegiate Dictionary, 11th edition, for guideline if not specially documented in the PARCC Editorial Style Guide.

Most acronyms will be spelled out on first reference and immediately followed by the acronym in parentheses, e.g., computer-generated images (CGI).

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active voice The default is to use active voice. When appropriate based upon context, use passive voice.

addresses When used in fictitious context, use mock addresses that do not correspond to a living person, or to a real place (e.g., 123 Example Lane, Example, IA 12345).

Mock phone numbers are also used (e.g., 555-0158).

afterward Do not include an *s* at the end of the word.

ages Follow Chicago Manual of Style, 16th edition.

e.g., A six-year-old enjoys recess. The child is six years old.

See numbers in this section to determine whether a number should be written as a numeral or spelled out.

answer options

capitalization In open-stem items, the first word in each answer option is lowercase and terminal punctuation is included at the end of each answer option.

In closed-stem items, the first word is lowercase if the answer option is not a sentence unless the first word is a proper noun. Terminal punctuation is included only for sentences.

language All answer options may be written in parallel language, two answer options may be written parallel to each other and the other two parallel to each other, or they may all be different.

units of measure

When unit of measure labels are given in the stem, labels are not repeated in the answer options. Unit of measure labels appear one space after the number in answer options and other vertical lists.

apostrophes Follow Chicago Manual of Style, 16th edition; Merriam Webster's Collegiate Dictionary, 11th edition; and Webster's Third New International Dictionary.

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plurals: Add *s* to capital letters used as words (e.g., three Rs), numerals used as nouns (e.g., 1960s), and abbreviations (e.g., HMOs).

Add *'s* to lowercase letters (e.g., p's and q's).

possessives: The possessive form of most singular nouns is made by adding *'s*.

The possessive form of plural nouns is made by adding ' except for some irregular plurals that do not end in *s* (e.g., children's).

If the text cannot be rephrased or it is clearer with an apostrophe, add ' to singular nouns ending in *s* or the name of a place, organization, or publication in plural form ending in *s* but the entity is singular (e.g., the United States' role in . . .; Coral Gables' mayor said . . .).

BC, AD

Capital letters without periods: BC and AD.

With dates, BC follows the date and AD precedes the date. (e.g., 150 BC; AD 975.)

backward

Do not include an *s* at the end of the word.

base words

A base word is a word that can add a prefix, a suffix, or both to become a derivative word. For instance, the word *beauty* is the base word of *beautiful*. The term *base word* should not be used synonymously with *root word*.

See root in this section.

below

Avoid using the term *below* to refer students to information or art.

See above and the following in this section.

boxed text

The types of text boxed in stems include excerpts, quotations from a stimulus, and pull quotes.

Math: Conditional statement text is boxed.

brackets

Synonyms for difficult words are placed within brackets after the difficult word. (e.g., "I never thought about numbers; the Americans were invincible [unbeatable] in my opinion." Joseph Plumb Martin, 1776)

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bulleted lists

Bulleted list text has the first word capitalized and a period at the end of each bulleted point when the text is a sentence.

Bulleted list text has the first word lowercased and no ending punctuation when the text is not a sentence.

Use all sentences or all phrases/clauses in the same bulleted list. Do not write a sentence for one bulleted point and a phrase or clause for another bulleted point in the same list.

See bulleted lists in Layout Requirements section.

capitalization

art text in item text

Art text repeated in item text is lowercase unless the text is a proper noun or a figure label.

headline-style

Capitalize the first, last, and all other major (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions) words in titles and subtitles. Lowercase the articles *the*, *a,* and *an*. Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally. Lowercase the conjunctions *and, but, for, or,* and *nor*. Lowercase *to* as preposition and also as part of an infinitive. Lowercase *as* in a grammatical function. Lowercase *per* in graphs.

sentence-style

Capitalize the first word and any proper nouns.

closed stems

A closed stem may be written either as a question or a command, depending on the item.

coin

Use *fair coin* rather than *coin* in probability items.

colons

The capitalization of the first word following a colon depends on the context.

The first word following a colon is lowercase when a colon is used within a sentence. (e.g., The shirt is available in three colors: red, blue, and green.)

The first word following a colon is capitalized when a colon introduces a speech in dialogue or an extract, a direct question, or two or more sentences. (e.g., Ashley has a

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choice to make: She can eat lunch with a friend. She can eat lunch with her brother. Or she can eat lunch alone.)

commas

Serial commas are used. e.g., The wind blew leaves, sticks, and dirt into the air.

Include a comma after an introductory participial phrase unless a verb immediately follows the phrase. (e.g., Excited by the news, the student began talking about the upcoming field trip.)

Introductory adverbial phrases may use a comma after them, but a comma is not necessary unless misreading is likely. Longer adverbial phrases are more likely to use a comma than shorter adverbial phrases. Do not include a comma if a verb immediately follows the phrase. (e.g., To Sue, Florida was a vacation destination.)

constructed-response items, stem language

Constructed-response stems may be written as questions or commands, depending on the item.

Default for constructed-response items with multiple parts is for stems to be parallel. See parts, constructed-response items in Layout Requirements.

content-specific directions

Paper: See content-specific directions in Layout Requirements.

Online: See the content-specific directions entry in the Layout Requirements section of the PARCC Computer-Based Testing Style Guide.

contractions

Do not use contractions unless contractions are being assessed. In passages, limited use of contractions is OK.

data

Generally the term *data* is a plural noun and takes a plural verb. Rewrites are recommended in those cases where there may be some confusion with the singular usage.

dates

Dates are written in month, day, and year order. (e.g., July 4, 2004) Centuries are spelled out. (e.g., twenty-first century)

Decades may be spelled out or written as numerals. (e.g., sixties or 1960s)

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The century must remain when an en dash is used to show numeric continuity in dates. (e.g., 1950–1960)

See en dashes in this section.

day The term *day* refers only to a 24-hour period.

dictionary items See dictionary items in Layout References.

dictionary references Webster's Third New International Dictionary and Merriam-Webster's Collegiate Dictionary 11th edition are the default dictionaries. The online version of the international dictionary is available by subscription only. See style reference in this section.

directions Compass points and terms are lowercase if simply noting direction. (e.g., pointing toward the south or a west wind.)

Geographic directions may be capitalized depending on usage. (e.g., East Coast, the Northwest, the South.)

e-mail Use a lowercase *e* and hyphenate the term *e-mail*.

Earth Capitalize *Earth* when referring to the planet. Do not include *the* before Earth.

ellipses Ellipses are used to indicate the omission of a word, phrase, line, paragraph, or more from quoted material.

Three ellipsis points are used to indicate suspended or interrupted thought or a quoted sentence that is deliberately left grammatically incomplete. (e.g., Everyone knows that the Declaration of Independence begins with the sentence "When, in the course of human events . . .")

Four ellipsis points (a period followed by three ellipsis points) are used to indicate the omission of the end of a sentence, unless the sentence is deliberately incomplete. Four ellipsis points are also used to indicate the omission of material immediately following the period (or first ellipsis point). Text preceding and, generally, following the four dots should be grammatically complete sentences. See the example.

Complete text: The lunch menu contains three options: a sandwich, pizza, or tacos. Students may choose a different option each day. Each option comes with a cup of fruit and

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a carton of milk. The options on the lunch menu change weekly.
Shortened text: The lunch menu contains three options. . . . Students may choose a different option each day. . . . The options on the lunch menu change weekly.

ELA: Ellipses are used when they appear in published passages.

See ellipses in the Layout Requirements section.

em dashes

An em dash (—) may be used in text to denote an abrupt break in thought or set of explanatory elements rather than using parentheses, commas, or a colon. Do not use an em dash within or immediately following another element set off with an em dash. See Chicago Manual of Style, 16th edition, entries 6.82–6.91.

Do not include a space before or after an em dash unless otherwise noted. (e.g., He explained his theory—a theory that he believed would bring peace to the nation.)

emphasis words

Emphasis words are used in passages and stems.

Emphasis words include:

- best
- least
- most
- not
- except
- most likely
- and (math)
- at least (math)
- may (math)

See emphasis words in the Layout Requirements section.

en dashes

Use an en dash for number sequences (3–2–1), to replace the word *to* or *through* in numeric continuity (e.g., 2003–2012), and to indicate an ongoing number range (1924–). See Chicago Manual of Style, 16th edition, 6.78–6.81 for more information. Do not include a space before or after an en dash unless otherwise noted.

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European spellings If a word in a published passage is spelled according to European rules, the word should not be changed.

figure labels The language used is Figure 1, Figure 2, Figure 3, etc. Do not use letters to label figures. See figure labels in Art Requirements.

footnotes See footnotes in Layout Requirements.

hyphens Use hyphens to separate numbers that are not inclusive (e.g., phone numbers), letters when a word is spelled out by letters (e.g., b-a-s-k-e-t), URLs, e-mail addresses, and compound words.

Internet Capitalize the word *Internet*.

mathematics Use either *mathematics* or *math* when referring to the subject/content.

money Usually use the decimal and 2 digits after the decimal. (e.g., $5.00) However, to avoid the serial decimal point and period, a sentence may be written "Add $5 and $8."

Grade 3: It is OK to use ¢ for one- and two-digit amounts. (e.g., 5¢, 75¢)

Grades 4–HS: Use the $ for formality and clarity even for amounts less than $1.00.

When amounts greater than or equal to $1.00 and amounts less than $1.00 are used in an item, all amounts should be written with $ instead of mixing $ and ¢.

See money in Art Requirements.

Moon When referring to Earth's Moon, capitalize Moon except when discussing phases or shapes of the Moon: half-moon, full moon.

names The default is to include Mr. and Ms. in adult references; however, Mrs. and Miss may be used in historical and literary context. A person's first and last name should be stated in the first reference to a historical figure, and the last name only may be used on subsequent references. Children may be referred to by first name only.

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Previously published context should not be altered to fit this default.

Native American, Native American groups

The specific name , e.g., Navajo, Cherokee, Iroquois, etc., is preferred. Use *Native American* rather than *American Indian*.

negative sense

Try to avoid using the negative sense *not* and *never*.

numbers

Numbers between one and one hundred and round numbers (three hundred) should be spelled out. Use numerals for other numbers (101, 450). Exceptions to numbers being spelled out are numbers in math items, lists of materials, graphs, tables, and measurements.

When two numbers appear together, generally spell the first one and use a numeral for the second one. (e.g., There are two 12-foot pythons.) But if the first of two numbers is a one, do not include it. (e.g., 8-inch piece of string (not one 8-inch piece of string))

For numbers of four or more digits, use the comma except in years, address numbers, ZIP codes. (e.g., 1,050; 25605 First Street)

ELA: Numerals are used for paragraph references in an item (e.g., paragraph 9).

Math: Use numerals rather than spelling out numbers. However, do not use numerals at the beginning of a sentence or where the numeral/number is nonessential to the solution of the problem. (e.g., Four blocks from the house we found 3 kittens and 2 puppies in a box. How many animals were there in all?) Note that the number is spelled out at the beginning of a sentence and the student is not confused by using the unnecessary identifier of “4 blocks,” which could make the student believe this number is a necessary part of finding the solution to the problem being presented.

decimals

A leading zero (e.g., 0.5) is included for all decimals unless the number is a monetary value that uses a ¢. (e.g., 25¢)

number cube

Use *number cube*, not *dice*. Items with number cubes should clarify the number cube has faces. Use the language “a cube with sides numbered 1–6.”

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ordinals Ordinals can be written as words (e.g., third) or numerals (e.g., 3rd), but the format needs to be consistent throughout an item.

open stems Open stem items have no punctuation at the end of the stem.

passages A passage is one kind of stimulus.

ELA: Use the term *passage* when genre identification is a skill being tested. When a more specific term, such as *autobiography*, needs to be used, use the specific term throughout the related items. Excerpts will be identified as "Excerpt from (book title)."

author, poet vs. narrator, speaker
The narrator or speaker is not the author or poet. Narrators and speakers are characters created by authors and poets.

author byline The word *by* precedes the author's name.

Do not include a byline if the author is not identified or if the passage is commissioned.

ellipses See the ellipses entry in this section.

pronunciations Pronunciations of words should appear in a passage if the pronunciations appear in the original published version.

subheadings Subheadings may be used before the first and last paragraphs in a passage.

When subheadings are written in items, retain the headline capitalization. Do not put the subheading in quotation marks.

See subheadings in the passage entry in Layout Requirements.

percent Percents are written as numerals (e.g., 2%).

Do not use MathType to write percents unless it is a negative number; then write the negative sign, number, and percent sign in MathType.

See percent in the Layout Requirements section.

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permissions See acknowledgments in this section.

poem Use *poem* to refer to poems.

point of view The default point of view in items is third person. (e.g., Do not use "me," "I," "we," "they"; use "The student," etc.)

probability Use the terms *random* or *without looking* when appropriate in probability items so it is clear something is not selected purposely.

quotation marks Use the term *quotation*, not *quote*.

Quotations referred to as quotations must be direct quotations from the passage with no paraphrasing.

Dialogue is enclosed in quotation marks, except in plays.

Scare quotes are rarely used.

See passage titles in titles in Layout Requirements.

ratios A ratio can be written as a fraction, with a colon, or with the term *to*. Write all ratios in the same format throughout an item unless ratio style is being assessed. (e.g., a to b, a/b, or a:b. Use "3:1" to show a 3 to 1 ratio.)

reading level Language used in items will be appropriate for the grade level being assessed. Subject-specific terminology may be an exception to the reading level.

When terms in standards are above grade level and are not appropriate to use at the grade being assessed, content specialists will use grade-level appropriate terminology rather than the terms in the standards.

reference materials Reference materials used to support documentation must be authoritative. An authoritative source has a clear central editorial authority that oversees quality control. Authoritative sources generally: identify an author or authors (personal or corporate); are current; are free of bias or emotional rhetoric; contain references to supporting evidence; are from a known and established publisher/host; and may include reputable scholarly sources, university Web sites, and government Web sites.

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root Use either the term *root* or *word root*. Since the majority of roots are not entire words (e.g., *tain* is the root of *contain*), the term *root words* should not be used.

See base words in this section.

state names State names are spelled out when following a city name (e.g., Miami, Florida; Tucson, Arizona) in text. See states in the abbreviations entry in this section.

style reference Chicago Manual of Style, 16th edition is the default style reference. See dictionary references in this section.

Sun Capitalize the word *Sun* when referring to the star in our solar system.

Do not use the term *sun* for any other star.

tens place, hundreds place Use *tens place*, *hundreds place*, etc., to refer to digits in decimals.

tense The default tense for items is present, but this is item dependent.

the following Avoid using *the following* to refer students to information or art.

See above and below in this section.

time Use *noon* and *midnight* instead of 12 p.m. and 12 a.m.

Time should be written with the colon and minutes (:00) included after the hour when a more exact time is also included in the context (e.g., 12:30 p.m. and 2:00 p.m. in the same item). If only whole hours are used in the context, do not include the colon and minutes after the hour (e.g., 1 p.m. and 2 p.m. in the same item).

See a.m., p.m. in this section.

titles and offices If a title precedes a person's name, the title is capitalized. (e.g., President Lincoln) If a title follows a person's name, the title is lowercase. (e.g., Abraham Lincoln, sixteenth president of the United States)

toward Do not include an *s* at the end of the word.

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trademarked names Only use trademarked names when those names are used in a published stimulus.

Trademarked names are adjectives; a noun must accompany a trademarked name. (e.g., Kleenex™ tissue)

See trademarked names in Layout Requirements.

unit of measure labels When a unit of measure is used in the stem, the same unit of measure label does not need to be repeated in the answer options.

United States, US The noun form is spelled out in text: United States. The adjective form is abbreviated without periods: US.

PARCC/Achieve: Please verify whether the abbreviation US may be used as necessary in art because of space limitations.

Web site, Web page Capitalize *Web* and spell these as two words: *Web site* and *Web page*.

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Layout Requirements

angle labels See point labels in Art Requirements, point labels in Layout Requirements.

answer options See item layout in this section.

equations, expressions, inequalities
Equations, expressions, and inequalities are aligned by the equal/inequality sign.

See equations, expressions, inequalities in this section.

fractions See alignment in fractions and order in fractions in this section.

labels Verdana Bold, 12pt. with a period after each letter.

Use only A., B., C., D.

layout The default is to list answer options vertically. See item layout 3 and placement of art in answer options in this section.

If answer options are in a backward N layout when the content goes to the Braille vendor, the options for Braille will be reordered into the standard Braille layout shown below:

A. B.

C. D.

leading See item layouts 1, 3, 5.

When exponents are in answer options, the leading does not change. See exponents in this section.

order Answer options may be ordered shortest option to longest option or vice versa.

ELA: Answer options that are text from a passage should be in the same order the text appeared in the passage, unless that cues the correct answer.

placement of art
See item layout 3 in this section.

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art width maximum **Print, one-column stem:** 19p6

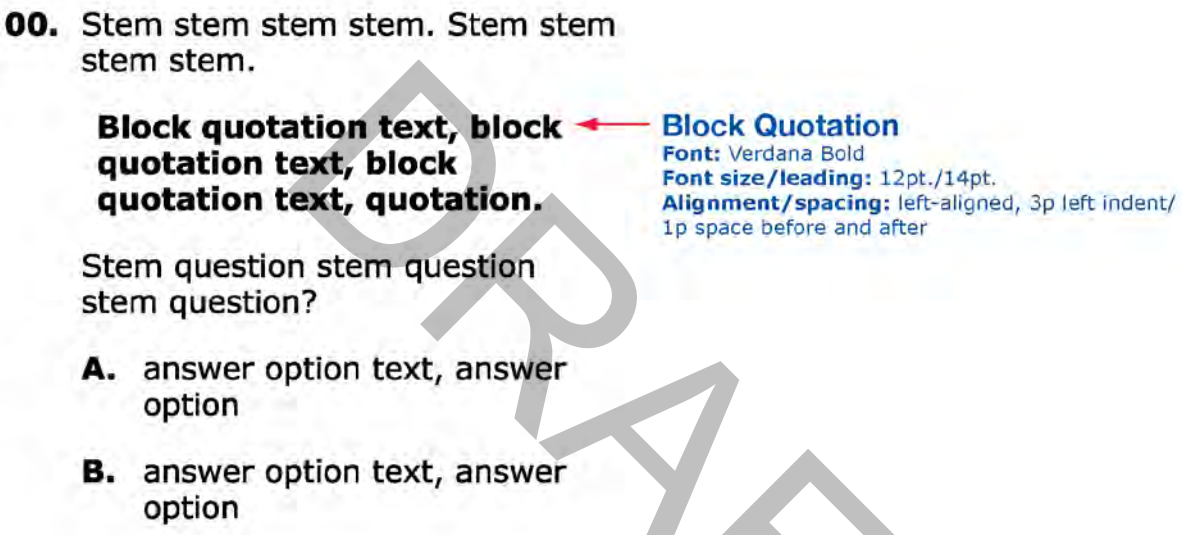
Print, two-column: 41p6

Print, one column stacked answer option art: 15p2

Print, two column stacked answer option art: 36p8

Print, backward N-pattern answer option art: 16p6

block quotations



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boxed text

00. Stem stem stem stem. Stem stem stem stem. Stem stem stem stem stem stem.

Boxed text boxed text boxed text boxed text. Boxed text boxed text boxed text boxed text boxed text. Boxed text boxed text boxed text boxed text boxed text. Boxed text boxed text boxed text boxed text.

Stem question stem question?

Boxed Text
Font: Verdana Regular
Font size/leading: 12pt./14pt.
Alignment: left-aligned

Box
Line weight/color: 1pt./100% black
Alignment: left-aligned, 2p6 left indent
Padding: 0p6 all sides
Maximum width: 17p6 (20p item) or 39p6 (42p item)

00. Stem stem stem stem. Stem stem stem stem. Stem stem stem stem stem.

Boxed text quotation with attribution line. Boxed text quotation with attribution line. Boxed text quotation with attribution line.

—Firstname Lastname

Stem question stem question?

Attribution Text
Font: Verdana Regular
Font size/leading: 12pt./14pt.
Alignment: right-aligned

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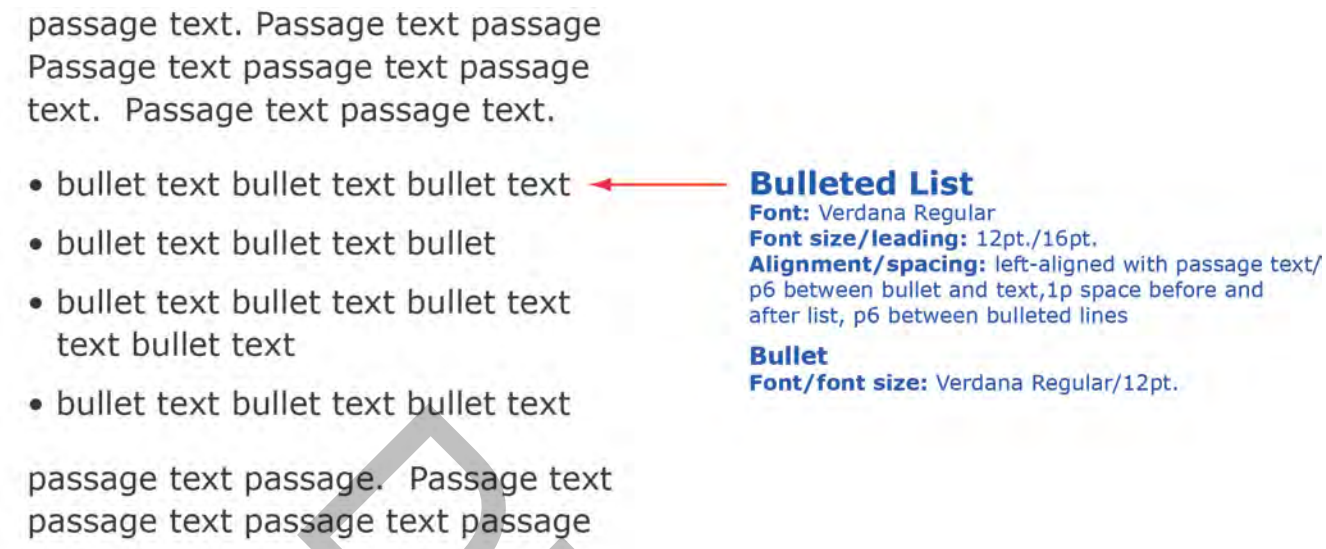
bulleted lists

Passages may contain bulleted lists that are flush left aligned with the rest of passage text. There is no right indent to bulleted lists.



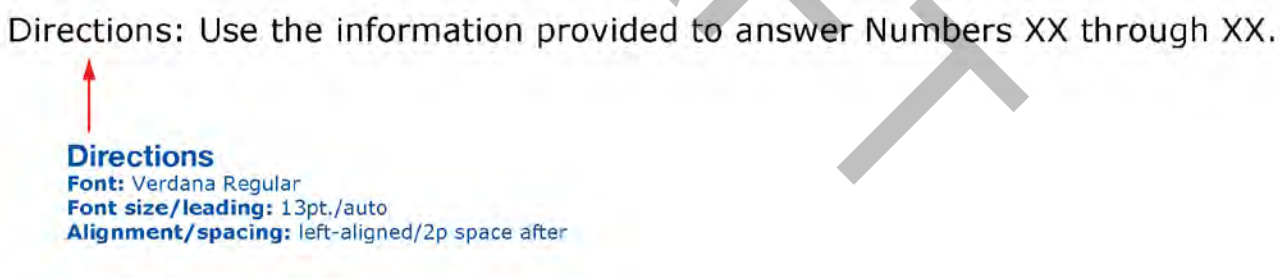
constructed-response items

parts

Constructed-response items may have more than one part that students need to answer.

content-specific directions

See content-specific directions in Language Requirements.



degree symbol

Do not include a space between the degree symbol and the F or C. (e.g., 15°C or Temperature (°F))

When Celsius or Fahrenheit are spelled out, a space will be added between the degree symbol and the word. (e.g., 15° Celsius).

Use Symbol font for the degree symbol, not a superscript letter “o.”

Do not use MathType for degree symbols unless the temperature written is a negative number; then use

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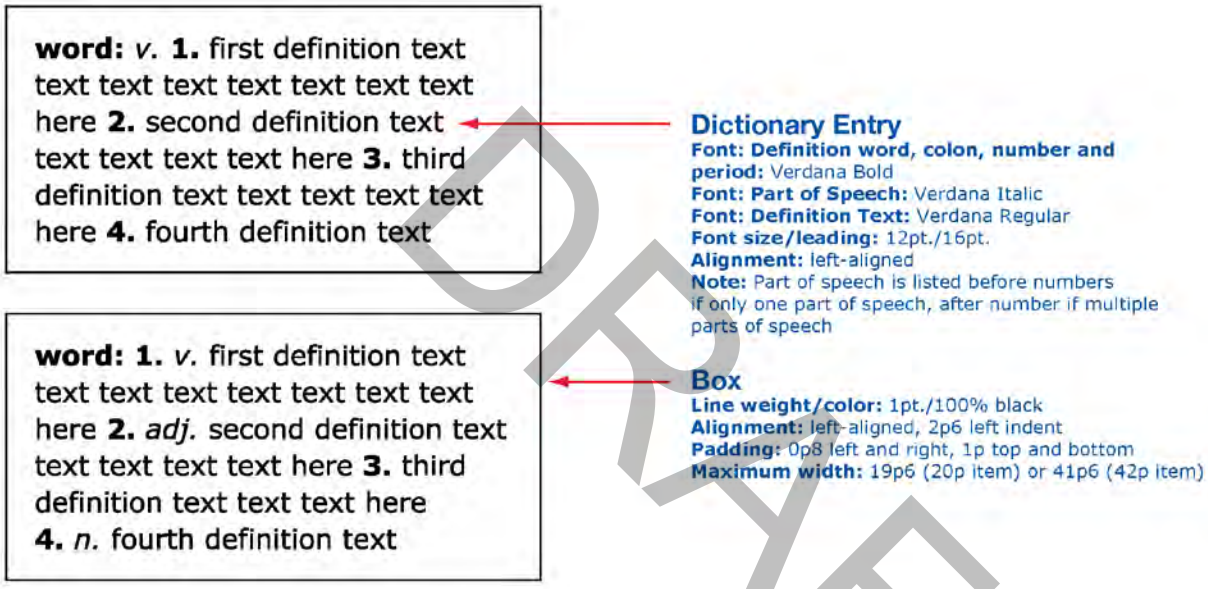
MathType for the negative sign, number, and degree symbol.

There is no space between the numbers, degree sign, and "N" or "S." East and west are longitudinal and south and north are latitudinal.

See degree symbol in MathType in this section.

dictionary items



ellipses The format for ellipses is to include a space before and after each dot (. . .). See ellipses in the Language Requirements section.

emphasis words Emphasis words are bold. See font in this section and emphasis words in the Language Requirements section.

equations, expressions, inequalities

Verdana 12pt. in MathType. In MathType, default spacing between characters will be used.

Vertical lists of mathematical equations and inequalities are aligned by the equal/inequality sign.

In the stimulus of an item, the default layout for an equation, expression, or inequality is on its own line and centered horizontally within item text.

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See equations, expressions, inequalities in answer options in this section; equations in MathType, expressions in MathType, and inequalities in MathType in this section.

exponents

Exponents are written in MathType. The location of the exponent is the default location in MathType.

See exponents in MathType and leading in answer options in this section.

font

Verdana, 12 pt. is the font that will be used.

Verdana, 9 pt. is the minimum font size for maps, graphs, and art.

Large-print font is 150% of Verdana, 12 pt. (roughly 18 pt.)

See item layout in this section.

footnotes

When footnotes are used, a superscript 1 appears after the content to reference the first footnote, and so on. The number is located after punctuation marks except for a dash, which the superscript number precedes. A footnote appears at the bottom of the same page as the content to which it refers. The content being noted should appear as it does in the passage—if the word is capitalized in the passage, capitalize it in the footnote, and vice versa. A closed em dash is used between a word being defined in a footnote and the definition. The first word in a definition is capitalized only if the definition is a sentence or it is a proper noun. Include ending punctuation with a sentence. Otherwise, definitions are not punctuated.

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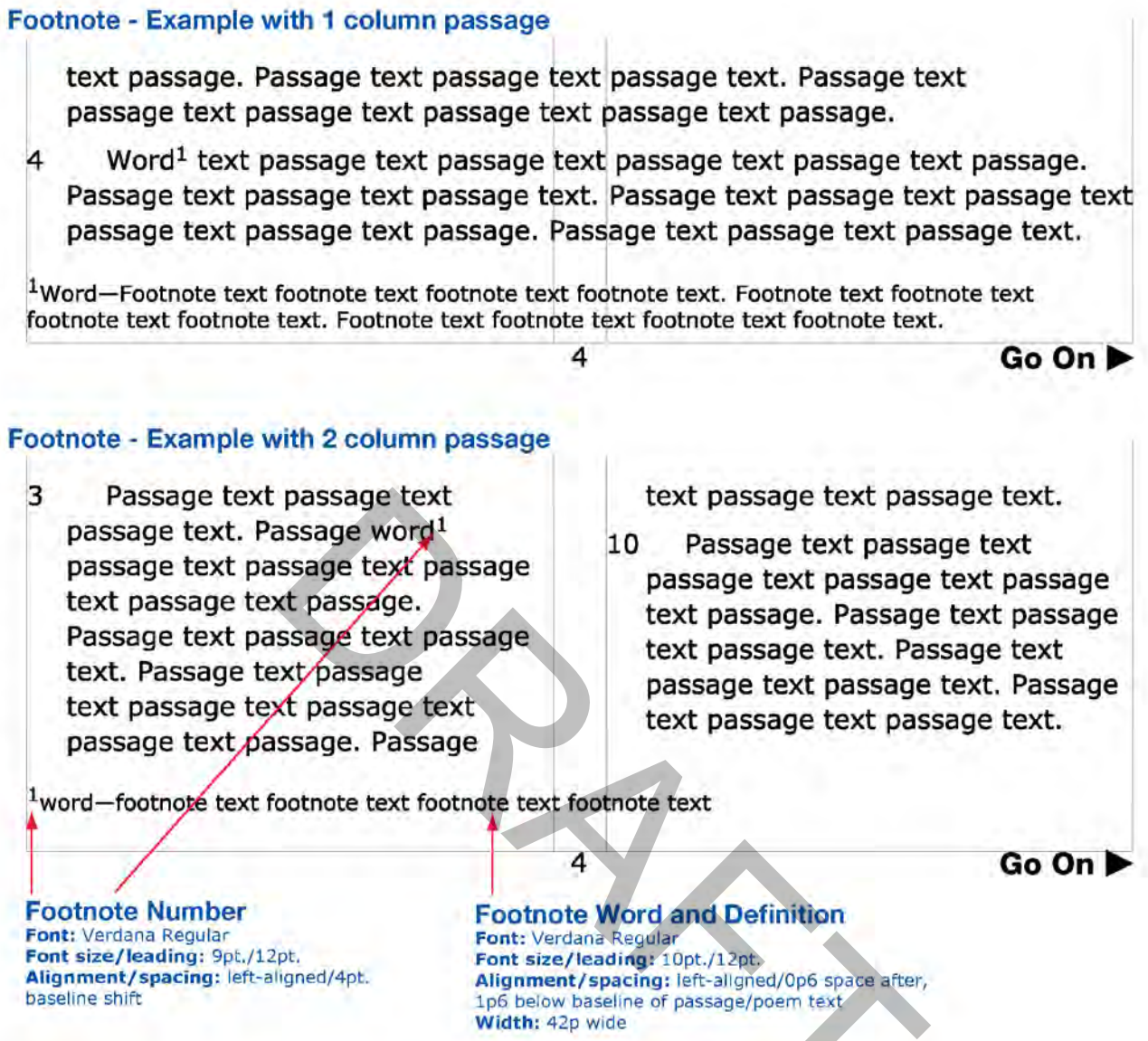

formulas See equations, expressions, and inequalities in this section.

fractions Write fractions in MathType using the fraction button.

Numerators and denominators are Verdana, 11 pt. The fraction bar is Verdana, 12 pt.

See fraction in MathType in this section.

alignment Vertical lists that contain fractions (positive or negative) with mixed numbers (positive or negative) or integers with mixed numbers, but no improper fractions will be decimal aligned. (A decimal tab does not work with MathType because it is read as a whole number, so fractions are left-

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aligned with each other so that the whole numbers are decimal aligned.)

Lists that contain any other combination of numbers with fractions will be centered by the widest entry, including the negative sign.

order Vertical lists of fractions are ordered by denominator, then by numerator. If the item contains negative fractions, they should be listed together first with positive fractions appearing after them.

item layout **Print:** One-column items are 20 picas wide.

Two-column items are 42 picas wide.

The examples on the next several pages show 13 item layouts for print.

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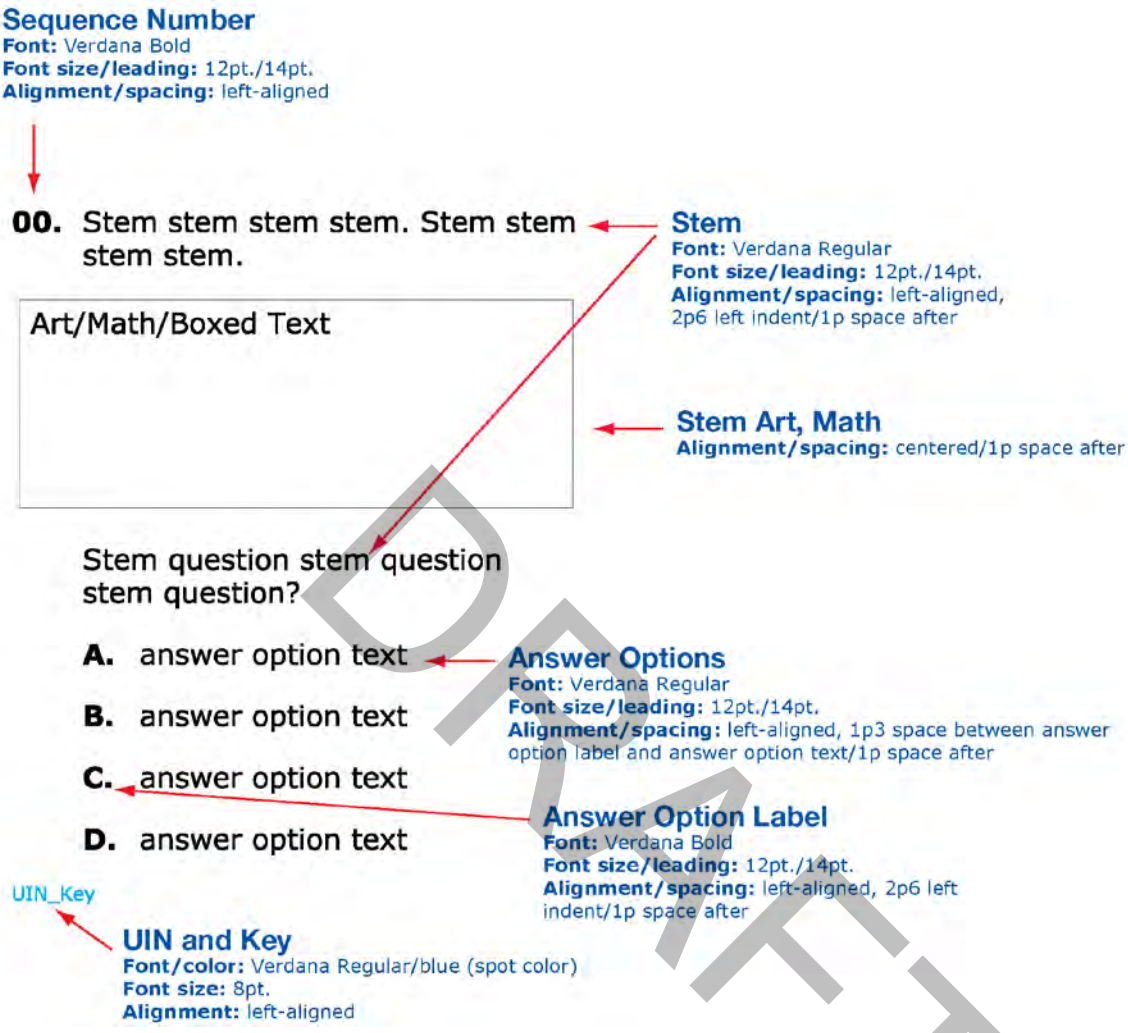
Item Layout 1



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Item Layout 2

Full Width Item with Art/Math/Boxed Text
Size: 42p

00. Stem stem stem stem. Stem stem stem stem. Stem stem stem stem. Stem stem stem stem.

Art/Math/Boxed Text

Stem question stem question stem question?

A. answer option text answer option text answer option text answer option text answer option text answer option text

B. answer option text answer option text answer option text answer option text answer option text answer option text

C. answer option text answer option text answer option text answer option text answer option text answer option text

D. answer option text answer option text answer option text answer option text answer option text answer option text

UIN_Key

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Item Layout 3

Half Width Item with Art Answer Options

Size: 20p

00. Stem stem stem stem. Stem stem stem stem. Stem stem stem stem. Stem stem stem stem.

Art/Math/Boxed Text

Stem question stem question stem question?

A. Art

B. Art

C. Art

D. Art

Art Answer Options

Alignment/spacing: left-aligned, stacked, art is top-aligned with answer option label/1p space between answer option label and answer option art; 1p space after, 2p space between baseline of stem text and top of answer option art

Answer option labels are aligned with the top of the art.
Left edge of art is 1p from answer option label

1p space between bottom of art and top of next answer option art.

UIN_Key

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Item Layout 4

Half Width Item with Text Answer Options
Size: 20p

00. Stem stem stem stem. Stem question stem question stem question?

A. answer option text

B. answer option text

C. answer option text

D. answer option text

UIN_Key

Item Layout 5

Half Width Item - Fractions
Size: 20p

00. Stem stem $2\frac{1}{2}$ stem stem. Stem question stem question stem question?

Fraction, Stem
Leading: 18pt.

A. $2\frac{1}{2}$

Fraction, Answer Options
Leading: 24pt.
Alignment: decimal-aligned

B. 3

C. $4\frac{3}{4}$

D. $32\frac{1}{2}$

UIN_Key

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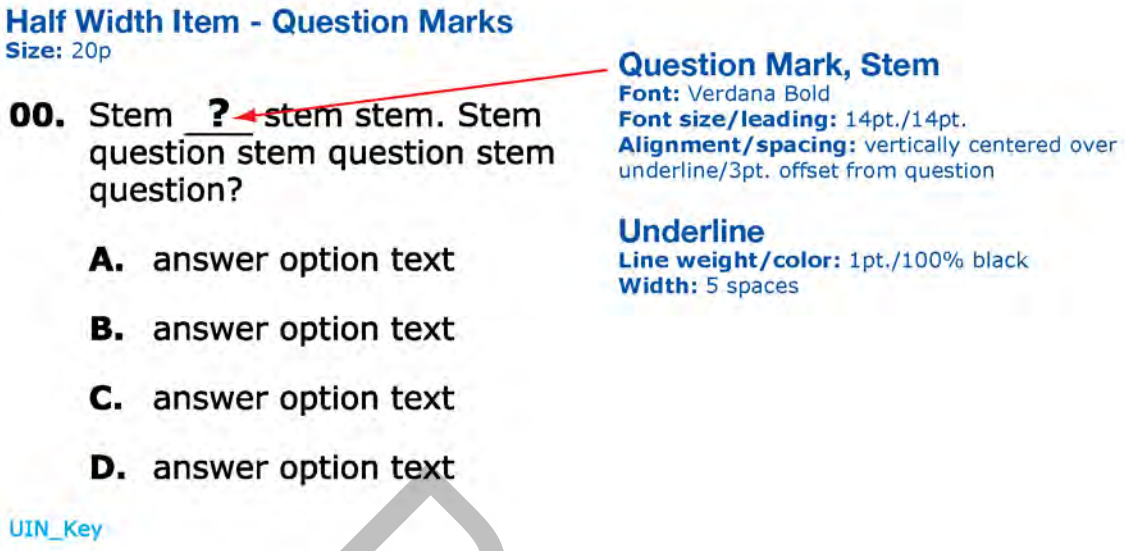
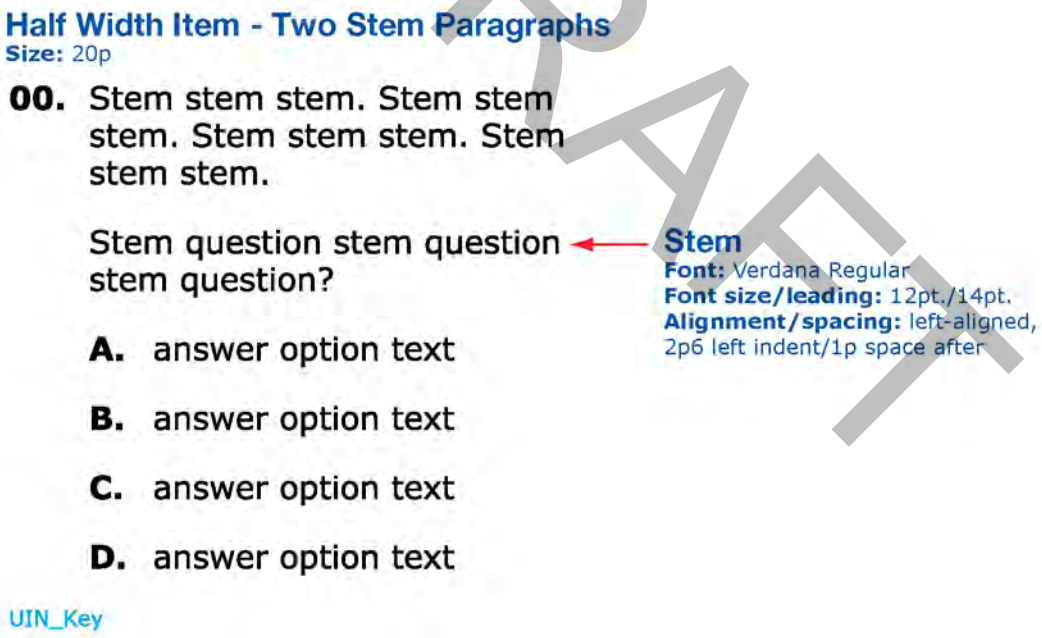
Item Layout 6



Item Layout 7



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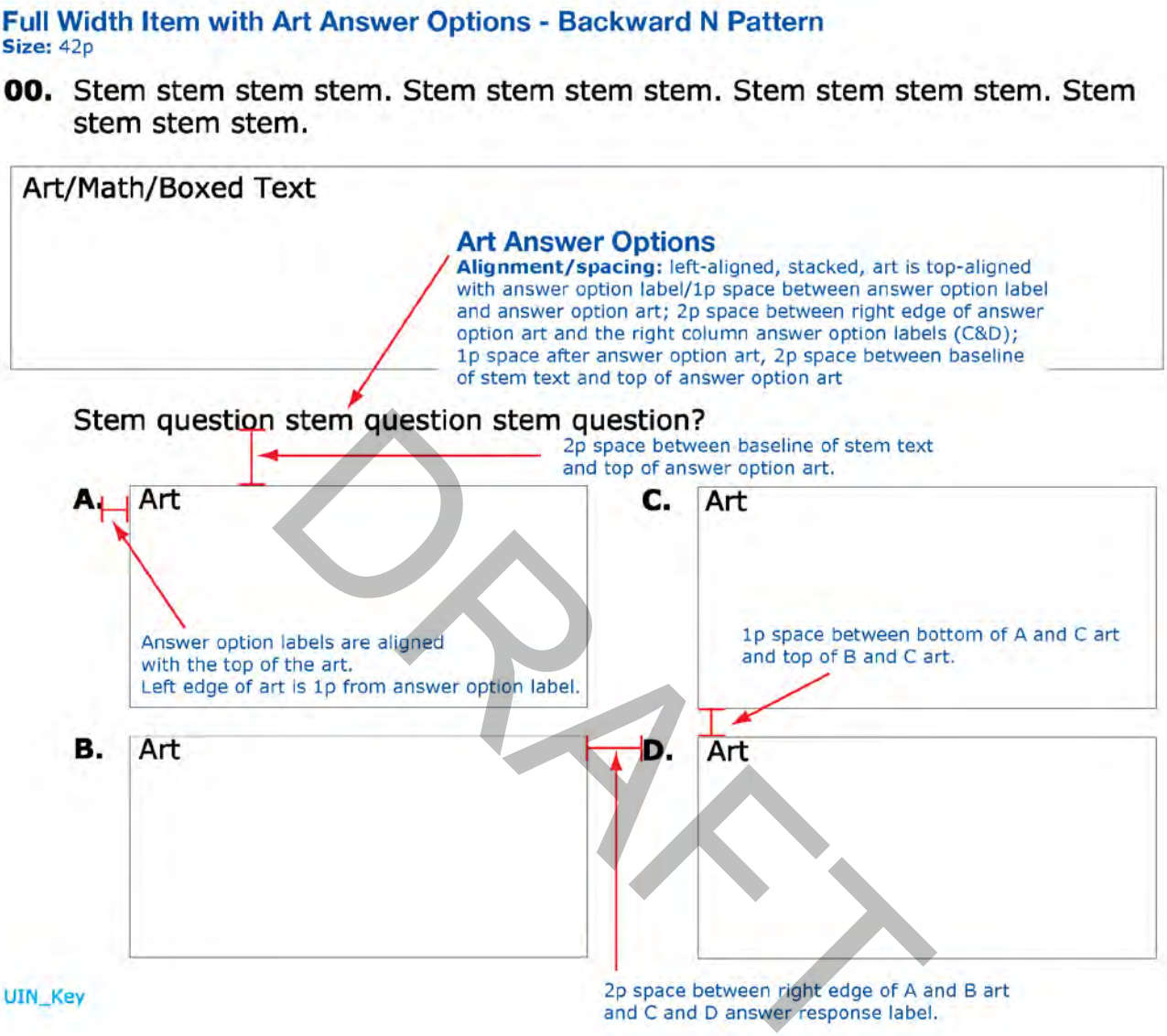
Item Layout 8



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Item Layout 9

Half Width Item - Exponent in Stem and Answer Options
Size: 20p

00. Stem stem stem 4^5 stem. Stem question 4^5 stem question stem question?

A. 4^5

B. 4^5

C. 4^5

D. 4^5

UIN_Key

Item Layout 10

Half Width Item - Numbers in Answer Options
Size: 20p

00. Stem stem stem stem. Stem question stem question stem question?

A. 1.5 ← **Decimals, Answer Options**
Alignment: decimal-aligned

B. 14.8

C. 124

D. 1,253

UIN_Key

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Item Layout 11

Half Width Item - Equations in Stem and Answer Options
Size: 20p

00. Stem stem $f(f^{-1}(x)) = x$ stem stem. Stem question stem question stem question?

A. $y = x + 12$ ← **Equations, Answer Options**
Alignment: left-aligned

B. $f(f^{-1}(x)) = x$

C. $y = x + 12$

D. $f(f^{-1}(x)) = x$

UIN_Key

Item Layout 12

Half Width Item - Expressions in Stem and Answer Options
Size: 20p

00. Stem stem $x + 12$ stem stem. Stem question stem question stem question?

A. $x + 12$ ← **Expressions, Answer Options**
Alignment: left-aligned

B. $C_r + {}_{n-1}C_{r-1}$

C. $x + 12$

D. $C_r + {}_{n-1}C_{r-1}$

UIN_Key

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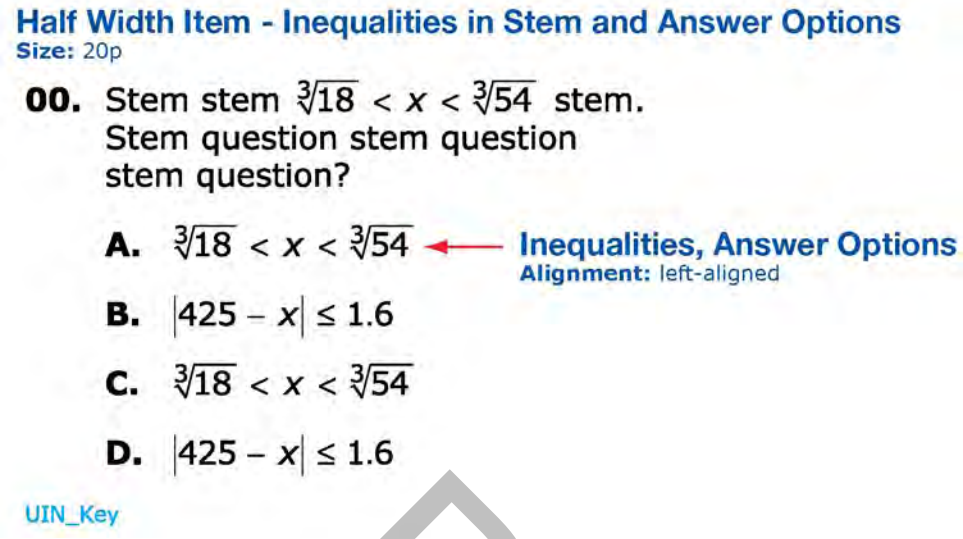
Item Layout 13



item stimulus placement of art

See item layout 1 and item layout 2 in this section.

item stimulus question marks

See item layout 6 in this section.

line names

Line names are lowercase italic letters in text.

See line names in Art Requirements.

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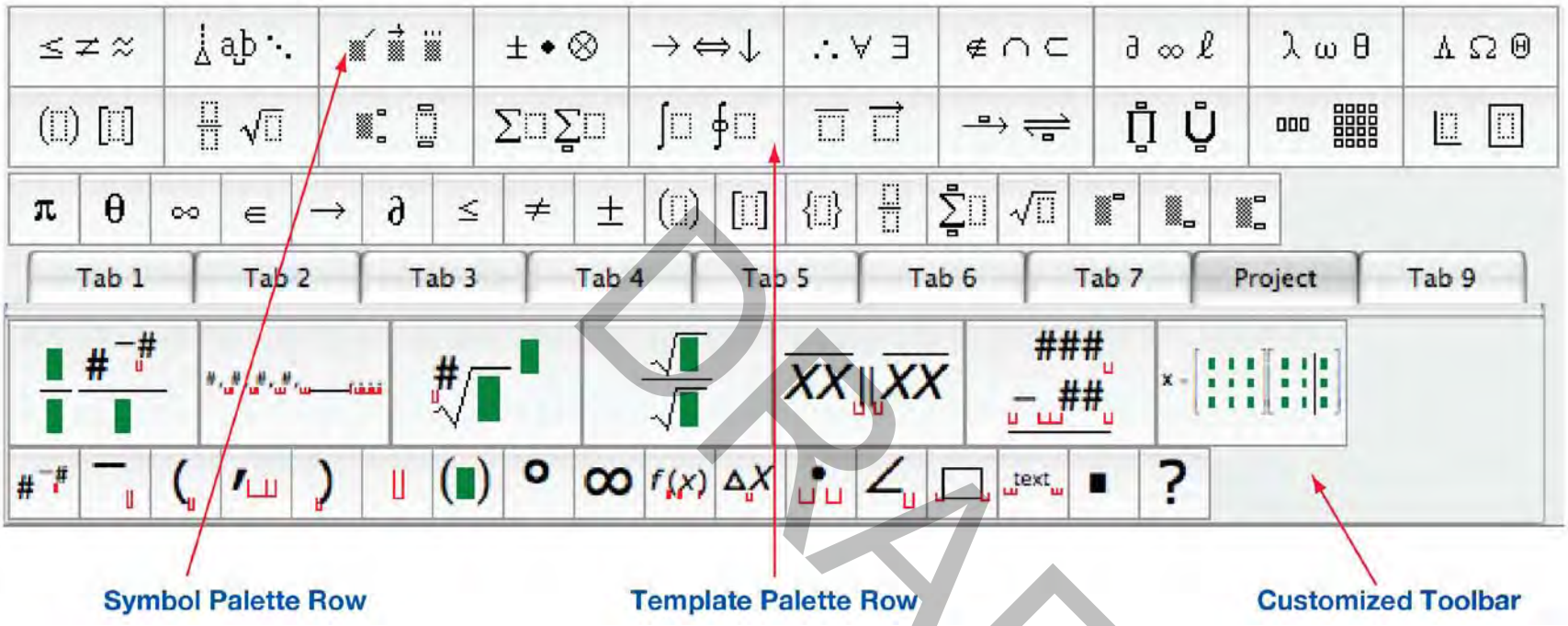
MathType The default MathType toolbar used is shown below:



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$$\begin{cases} 3x + 2y - 4z = 43 \\ -2x - 3z = 10 \\ -4x - 2y = -18 \end{cases}$$

$$\left[\begin{array}{cc|c} 2 & -1 & 10 \\ 1 & -2 & 4 \end{array}\right] \rightarrow \left[\begin{array}{cc|c} 2 & 1 & 10 \\ 1 & -1 & -4 \end{array}\right] \rightarrow \left[\begin{array}{cc|c} 2 & 1 & 10 \\ 3 & 0 & 6 \end{array}\right]$$

$$\mathbf{A} = \begin{bmatrix} -2 & 2 & 4 \\ 2 & 3d & -3 \\ 4 & 1 & 0 \end{bmatrix}$$

$$\mathbf{M} = \left[\begin{array}{cc|c} 2 & 2 & 10 \\ 7 & 4 & 29 \end{array}\right]$$

$$\frac{16^{-\frac{3}{4}}}{2^{-2}}$$

$$\begin{bmatrix} 2 & -3 \\ 5 & 2 \end{bmatrix} \cdot \begin{bmatrix} x \\ y \end{bmatrix} = \begin{bmatrix} 9 \\ -25 \end{bmatrix}$$

$$x = \frac{1 \pm \sqrt{13}}{8}$$

$$\frac{\left(\frac{3x+4}{x^2 - 2x + 1}\right)}{\left(\frac{6x+8}{2x^2+5x-7}\right)}$$

$\overrightarrow{AB}$
$\overleftrightarrow{AB}$
$\overline{AB}$

$$x = \frac{3 \pm \sqrt{17}}{4}$$

$$4Fe + 3O_2 \rightarrow 2Fe_2O_3$$

ΔDEF

$$\frac{-1 - i\sqrt{3}}{2}$$

$${}^{12}_{8}C$$

$$C(t) = \begin{cases} 60; & 0 \le t \le 45 \\ 60t + 15; & t > 45 \end{cases}$$

$$y = \frac{(x+6)^2}{16} + \frac{(y+2)^2}{9}$$

$\angle M$

$$\frac{\frac{\ln 216}{\ln 3e} + 1}{2}$$

$$\sin\theta\cos\theta(\tan\theta + \cot\theta) = 1$$

$$R_{eq} = \frac{R_1 + R_2}{R_1 R_2}$$

$$\sum_{n=1}^{6} [10 + 3(n-1)]$$

$$a(t) = 100(0.5)^{\frac{t}{1{,}620}}$$

$$\frac{x - \mu}{\sigma}$$

$J(-1, 4)$

$$f(x) = 2\sin\left(\frac{\pi}{4}x\right) - 3$$

$$A = P\left(1 + \frac{r}{n}\right)^{nt}$$

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angle symbol

comma

degree symbol

See degree symbol in this section.

equations

$$f(x) = 3\sin\left(\frac{3\pi}{2}x - \frac{\pi}{2}\right)$$

$${}_nC_r = {}_{n-1}C_r + {}_{n-1}C_{r-1}$$

$$y = x + 12$$

$$f(f^{-1}(x)) = x$$

$$y = \left[\frac{1}{2}x\right] + 1$$

See equations, expressions, inequalities in this section.

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exponents

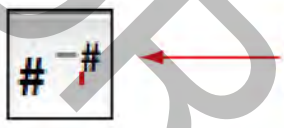
4^5

$y = a(x - h)^2 + k$

$\sqrt{x^2 + 1} = 4$

$|425 - x| \leq 1.6$

$\left(4^{\frac{2}{5}}\right)^3$



Negative sign in superscript is from the Customized Toolbar, size of superscript is Superscript.

See exponents in this section.

expressions

$f(x)$

$x + 12$

$C_r + {}_{n-1}C_{r-1}$

$f(f^{-1}(x))$

$\left[\frac{1}{2}x\right] + 1$

$3\sin\left(\frac{3\pi}{2}x - \frac{\pi}{2}\right)$

See equations, expressions, inequalities in this section.

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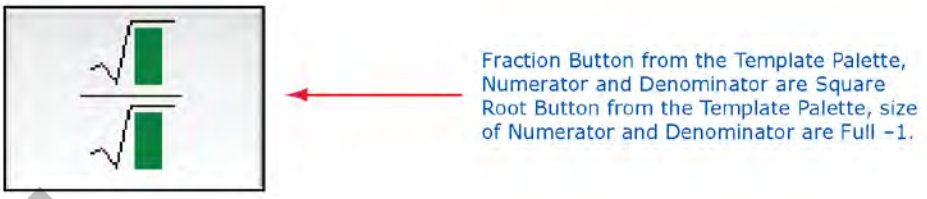
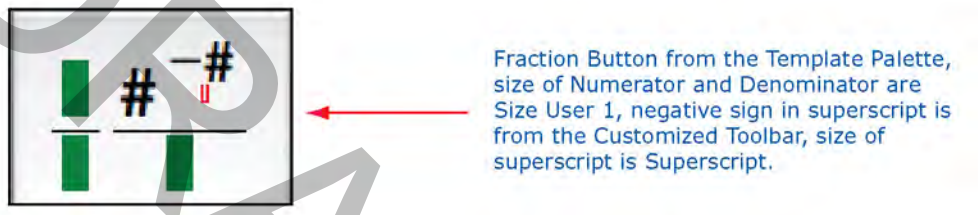
extra space

fraction square root



fraction See fractions in this section.



$$\left(-\frac{2}{3}, \frac{136}{9}\right)$$

$$\frac{7^{\frac{5}{3}}}{7^{\frac{1}{3}}}$$

$$\frac{1}{2}$$

$$\frac{1}{x(3x+2)^2}$$

$$\frac{8!}{4!3!3!}$$

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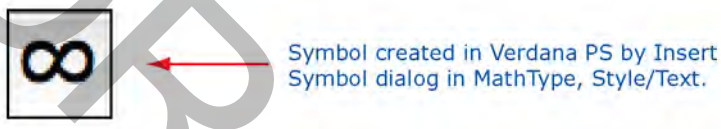
function name

inequalities

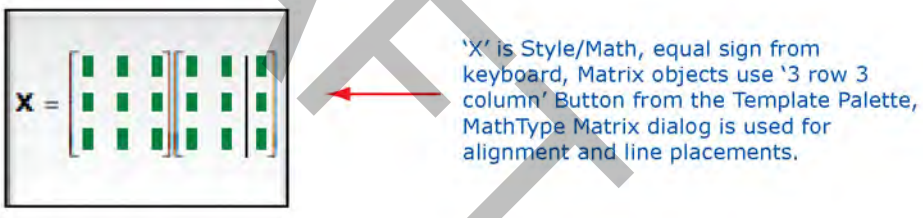
$$\sqrt[3]{18} < x < \sqrt[3]{54}$$

See equations, expressions, inequalities in this section.

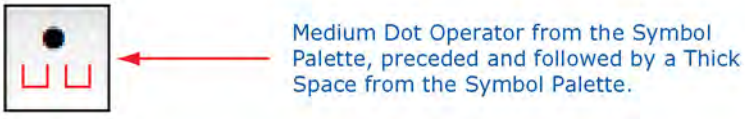
infinity symbol



matrix



multiplication symbols



$$(2 \times 5)^2$$

$$\frac{9^{-4} \cdot 27^{\frac{1}{2}}}{243^{-2}}$$

See multiplication symbols in this section.

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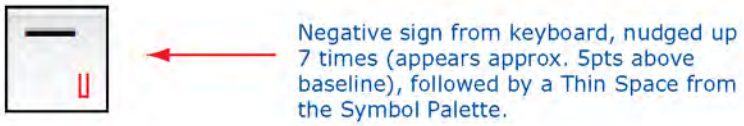
negative sign



-3

$\left\{-4, -\frac{2}{3}, 3, 7\right\}$

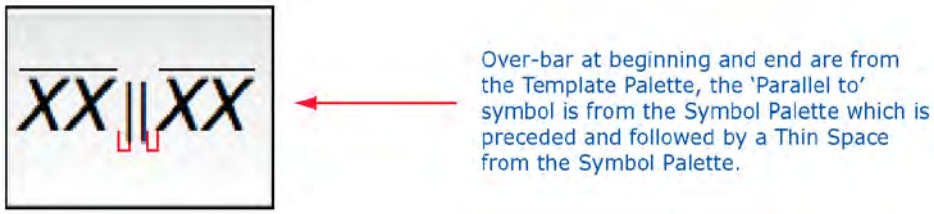
See negative sign in this section.

nth root

ordered pairs

$(-1, 4)$

parallel segment



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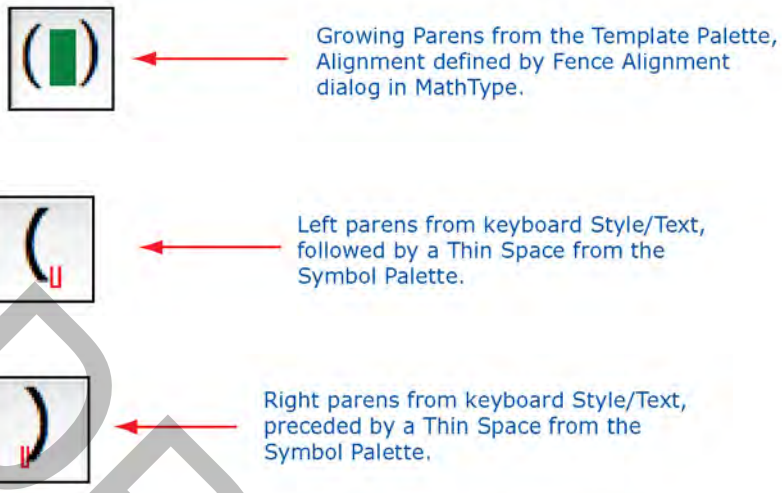
parentheses Use MathType "growing" parentheses for fractions, square roots, exponents, subscripts, or any other mathematical figure that would fall outside the "normal keyboard" parentheses. Use "normal keyboard" parentheses for all other situations.



period

placeholder box

question mark

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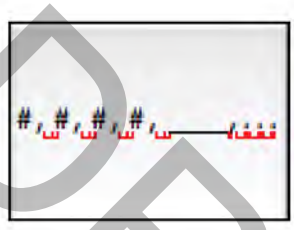
sequences

$\frac{\pi}{8}, \frac{3\pi}{8}, \frac{5\pi}{8}, \frac{7\pi}{8}$

1, 4, 7, 10

See sequences and patterns (number) in this section.

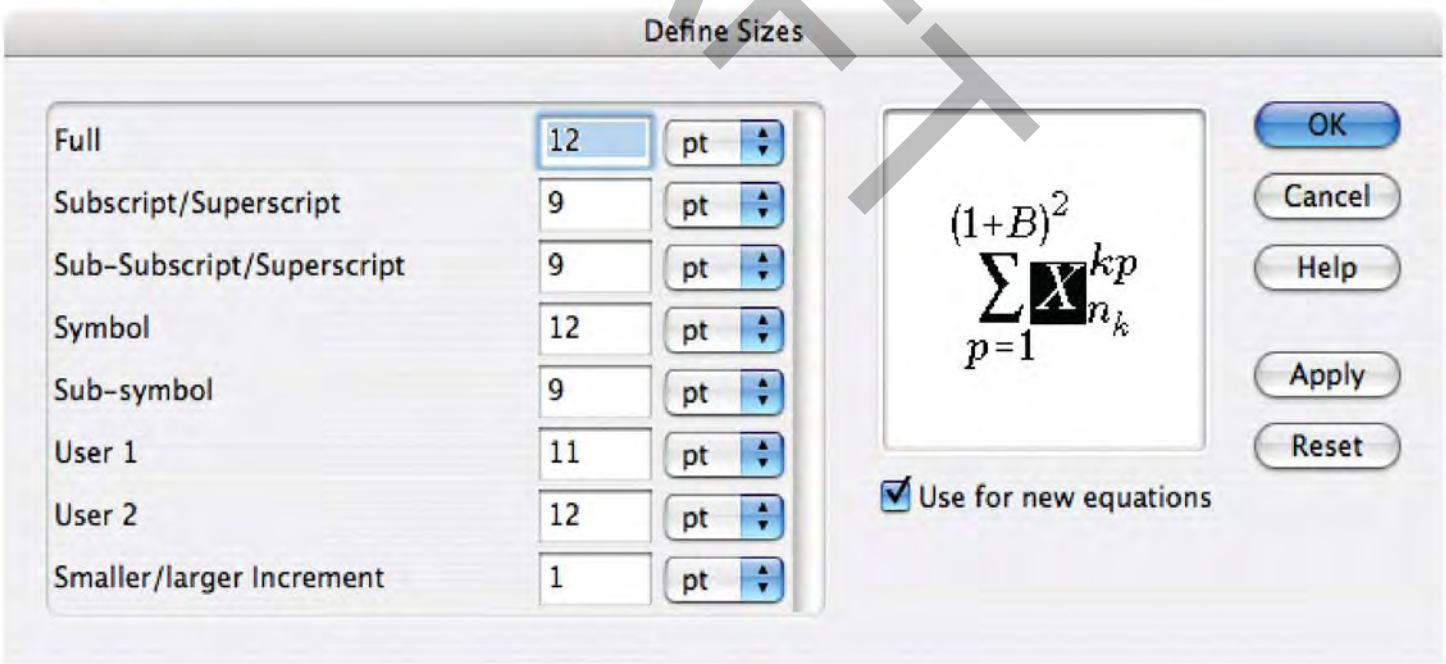
series



Number signs from keyboard followed by commas from Customized Toolbar, underscore is Style/Text, followed by 1-point Space from the Symbol Palette, followed by Comma from keyboard Style/Text, followed by Thick Space and 1-point Space from the Symbol Palette, followed by Period from keyboard Style/Text.

sizes defined

Best Practice MathType Preference Specifications - Define Sizes
In MathType: Size | Define...



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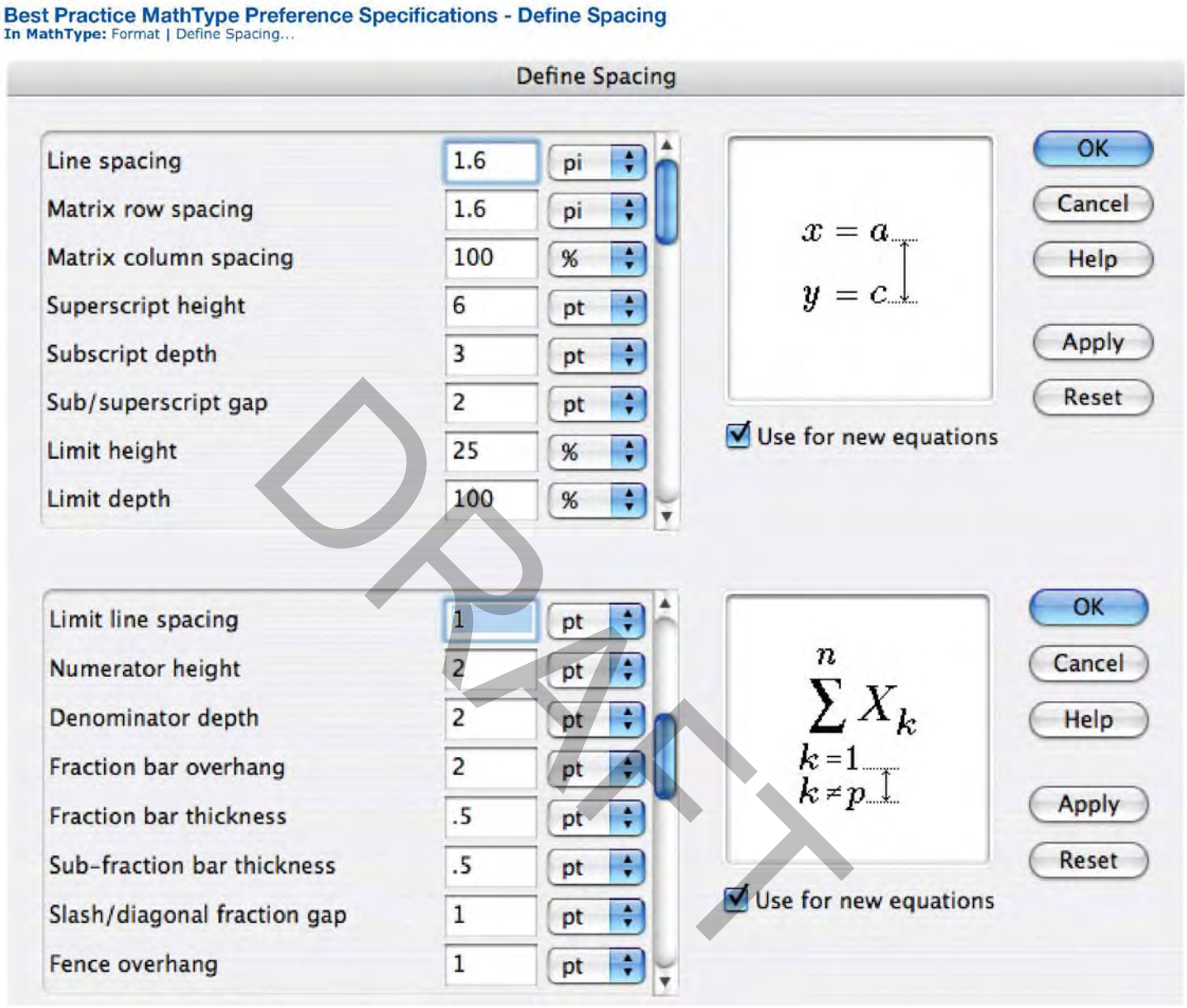
spacing defined



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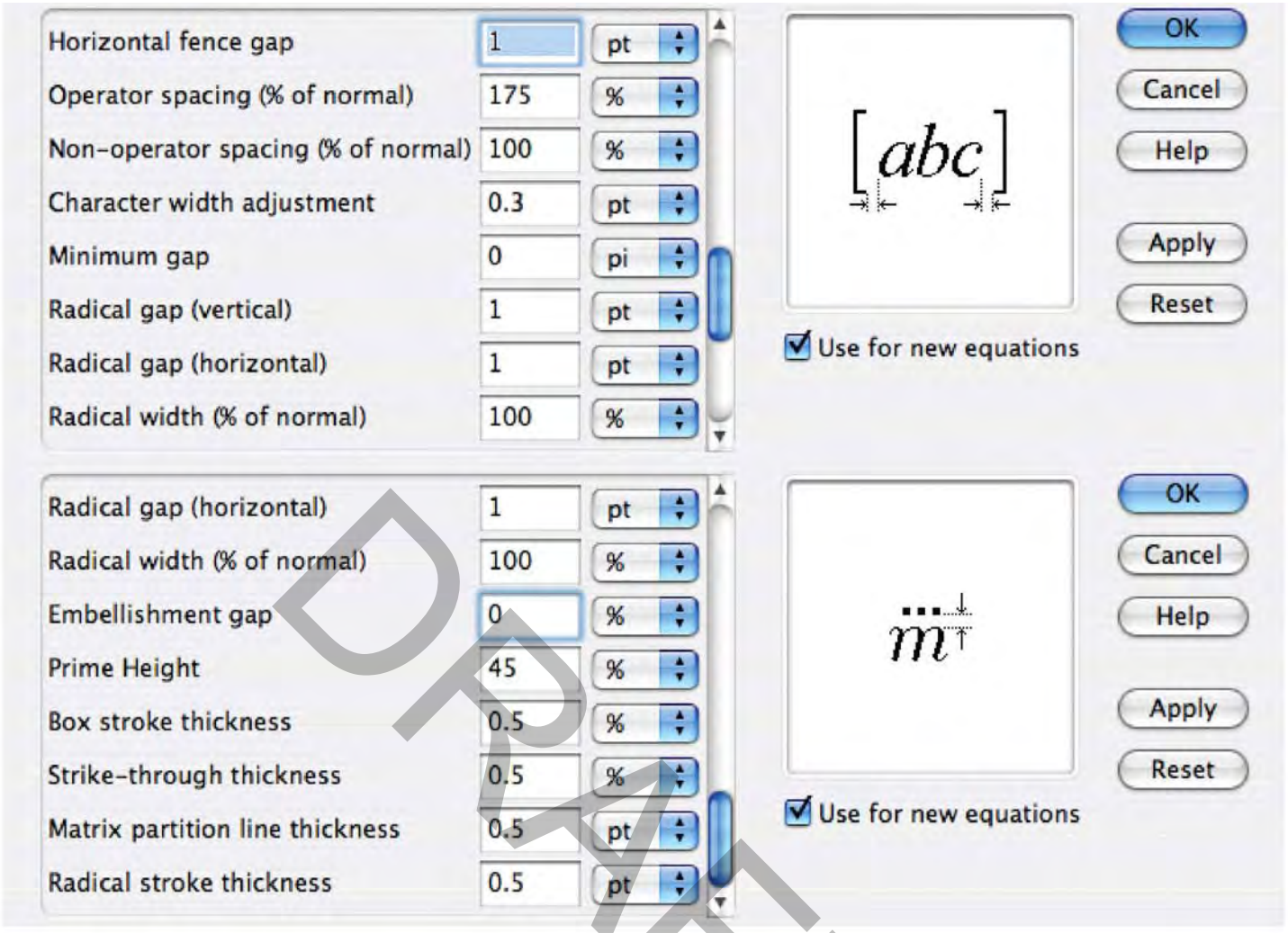
Horizontal fence gap 1 pt
Operator spacing (% of normal) 175 %
Non-operator spacing (% of normal) 100 %
Character width adjustment 0.3 pt
Minimum gap 0 pi
Radical gap (vertical) 1 pt
Radical gap (horizontal) 1 pt
Radical width (% of normal) 100 %
OK
Cancel
Help
Apply
Reset
Use for new equations
Radical gap (horizontal) 1 pt
Radical width (% of normal) 100 %
Embellishment gap 0 %
Prime Height 45 %
Box stroke thickness 0.5 %
Strike-through thickness 0.5 %
Matrix partition line thickness 0.5 pt
Radical stroke thickness 0.5 pt
OK
Cancel
Help
Apply
Reset
Use for new equations

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square root

$$r = \frac{2\sqrt{A}}{\sqrt{\pi}}$$

$$r_B = \sqrt[3]{\frac{8\pi V_A}{3}}$$

$$9\sqrt[4]{3}^{3}$$

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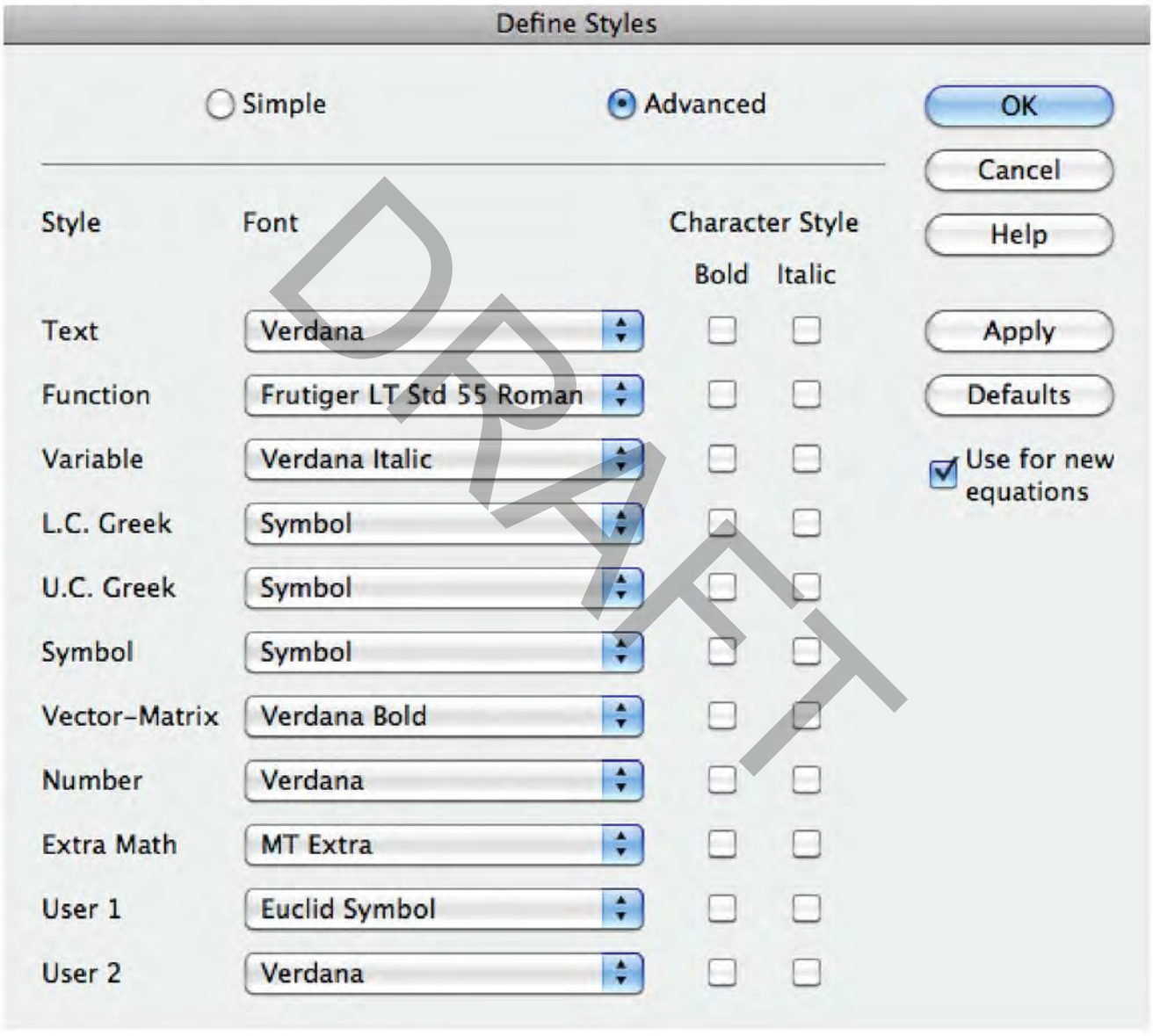
styles defined The Style/Function is set as Frutiger 55 Roman to keep irregular spacing issues from occurring, most notably in fractions and square roots. However, this causes the punctuation to also be Frutiger. That is why punctuation buttons are on the toolbar—all punctuation must be set as text.

Best Practice MathType Preference Specifications - Define Styles
In MathType: Style | Define...



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subscript

H_2O

${}_6C_3$

$\frac{1}{2}\log_a 3 + \frac{1}{2}\log_a y - \log_a z$

$a_1 = 1$
$a_2 = 2$
$a_n = a_{n-1} + a_{n-2} + 1$

$(NH_4)_2CO_3$

See subscripts in this section.

subtraction sign

$\log_5(x - 3) = 1 - \log_5(x + 1)$

$[d - (2 + 4i)][d - (2 - 4i)] = 0$

text

triangle symbol

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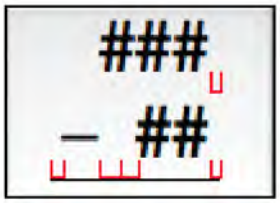
vertical difference



First row uses number signs from keyboard followed by a Thin Space from the Symbol Palette, second row uses the Under-bar from the Template Palette, Thin Space from the Symbol Palette followed by negative sign from keyboard followed by 2 Thick Spaces from the Symbol Palette, 2 number signs from keyboard followed by a Thin Space from the Symbol Palette.

multiplication symbols

Use the multiplication x for all grades.

Use the multiplication dot for grades 5 and higher.

Use only parentheses with no symbol for grades 6 and higher.

See multiplication symbols in MathType in this section.

negative sign

Negative signs are raised en dashes. See negative sign in MathType entry.

Write negative numbers in MathType.

In scale labels of graphs and grids, negative signs should be written in MathType.

See negative sign in MathType in this section.

numbered list

00. Stem stem stem stem.

1. animal
2. vegetable
10. mineral

Stem question stem question?

Numbered List
Font: Verdana Regular
Font size/leading: 12pt./16pt.
Alignment/spacing: decimal-aligned, 3p left indent, use an em space to align a mix of one-digit and two-digit numbers/1p space before and after list

ordered pairs

Write ordered pairs in MathType. See ordered pairs in MathType in this section.

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outlines Outlines may follow the basic format of numbered lists.

passages

paragraph numbering

Paragraph numbers are Verdana Regular, 12pt. font with 16pt. leading, left-aligned.

Every paragraph, including first and last paragraphs, is numbered in a literature passage.

Every fifth line, beginning with line 5, is numbered in a play. Do not number the first line. Stage directions are considered lines to be numbered.

Writing: Every sentence is numbered. A closing parenthesis follows each numeral. (e.g., 1), 2), 3), etc.)

plays, layout Person speaking or performing stage directions is in Verdana Bold 12pt. capital letters. The name is followed by a period that is not bolded. Dialogue is in Verdana Regular 12pt. Stage directions are in Verdana Italic 12pt. When stage directions immediately follow the person's name, a comma is used rather than a period after the name and the stage directions are not within parentheses. When the stage directions are within dialogue, the italic text is within parentheses. e.g.,

BERT. I am so excited to go on our field trip tomorrow! I've never been to the natural history museum.
DANIEL. I'm excited to see the dinosaurs!
MARIANA. Do you think we will be able to look through the telescope even though we'll be there during the day? (*Looks up toward the sky.*) I think the stars are so interesting.
DANIEL, *looking through his book bag.* If I can find the paper Ms Harris gave us about the museum, we might be able to find out.
BERT. Oh no! I forgot to give Ms Harris the permission slip that my mom signed. (*Runs toward his locker.*) I'll see you guys tomorrow!

subheadings The space before and after subheadings is the same as the leading in the passage with no space after.

DRAFT

See subheadings in the passages entry in Language Requirements.

underlines See underlines and vocabulary words in this section.

pattern (shape) See pattern (shape) in Art Requirements.

percent If answer options involve percents, the percent sign must appear after each number unless it is expressed as a decimal.

Percentages in a vertical list are left-aligned.

See percent in Language Requirements.

poems

line numbering Every fifth line, beginning with line 5, is numbered. Do not number the first line. Subheadings are not considered lines to be numbered.

point labels Point labels are Verdana Italic 12pt., capital letters in text.

See point labels in Art Requirements.

punctuation Punctuation is not bolded when a word preceding the punctuation is bold.

See comma, period, question mark in MathType in this section.

quotations See block quotations in this section.

scientific notation Use the multiplication x for scientific notation. Scientific notation is written in MathType, and uses default spacing before and after the x. (e.g., 9.0563×10^4 would equal 90,563.) Please note that the decimal number cannot exceed one digit.

Vertical lists of numbers in scientific notation are left aligned.

sequence number Until items/stimuli are in a test format for print, the sequence number for each item/stimulus will be 00.

DRAFT

See item layout 1 in this section.

sequences and patterns (number)

Use the appropriate button on the MathType toolbar to write sequences and patterns of numbers.

Grades 3–4: For mathematical patterns, use blanks with a question mark horizontally centered above the blanks to indicate the elements in the pattern/sequence that the student is asked to identify (number of blanks equals the number of next elements asked for in the item).

e.g., What are the next three numbers in the pattern?

2, 5, 8, 11, ___?___, ___?___, ___?___

Grades 5+: Use ellipses in the stem to indicate the continuation of a pattern. Items may ask either for the next element(s) or the nth element in the pattern, depending upon the item specifications and assessment limits.

e.g., What is the 10th element if the pattern continues?

2, 5, 8, 11, ...

See pattern (shape) in Art Requirements and sequences in MathType in this section.

side labels of geometric figures

Side labels are Verdana Italic, 12pt., lowercase letters in text.

See side labels of geometric figures in Art Requirements.

square roots

See fraction square root and square root in MathType in this section.

subscripts

Use the MathType button on the toolbar to write subscripts. See subscript and sizes defined and spacing defined in MathType in this section.

subtraction sign

The subtraction sign is an en dash in MathType. Use MathType to write subtraction signs.

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See equations, expressions, inequalities in this section and subtraction sign in MathType in this section.

superscript See exponents and exponents, sizes defined, and spacing defined in MathType in this section.

thoughts A person's thoughts, imagined dialogue, or other unspoken discourse is italicized and not put within quotation marks.

titles

book titles Book titles are italicized.

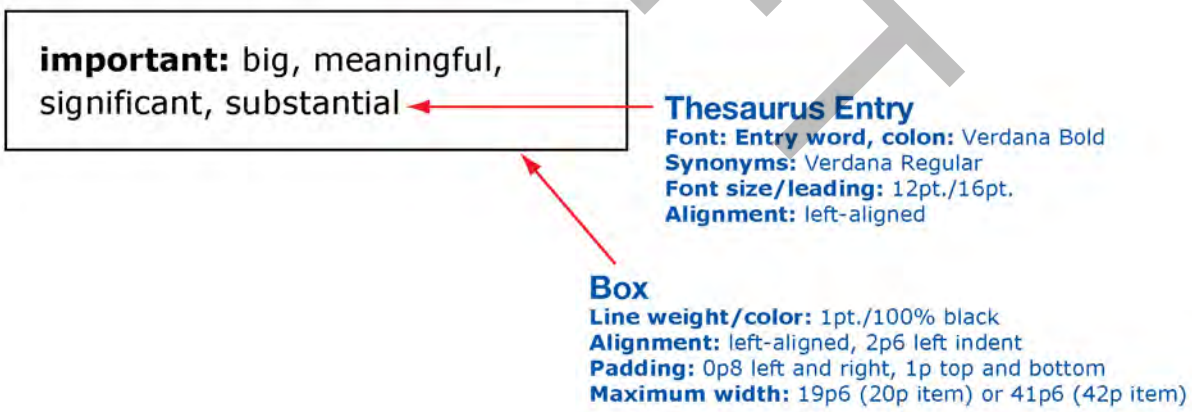
magazine titles Magazine titles are italicized.

passage titles When titles of paired or groups of passages are referenced in items, the titles should appear in the same order as the passages appear in the assessment.

When passage titles are written in items, retain the headline capitalization, do not use bold, and put quotation marks around the title.

Titles of short poems in items are within quotation marks.

thesaurus entries



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trademarked names

Use Insert>Symbol in Verdana font.

Keystrokes for Verdana:

- Trademark- tm, option, +2
- Copyright- option +g
- Registered trademark- option +r

See trademarked names in Language Requirements.

underlines

Underline the spaces between underlined words.

Mac users: Underlines are 1pt. rule, offset -3.

PC users: Use the underline feature in Word.

unique identification numbers (UINs)

The UIN appears in every item and passage but is removed from the final approved file that is used for deployment.

See item layout 1 in this section.

variables

See MathType and sizes defined and styles defined in MathType in this section.

vocabulary words

A tested vocabulary word is underlined in the item stem.

Grades 3-6: Tested vocabulary words are underlined in the passage.

See underlines in this section.

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words as words	With the exception of vocabulary words, words referred to as words are italicized and not enclosed in quotation marks.
***x*-axis, *y*-axis**	Italicize the *x* and *y* and hyphenate.

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